

Role Description

Technical Officer Digitising



Cluster	Enterprise, Investment and Trade
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute / Life and GeoSciences
Location	Sydney CBD
Classification/Grade/Band	Technical Officer Grade 1/2
Role Number	51001536
ANZSCO Code	311413
PCAT Code	1339192
Date of Approval	June 2023
Agency Website	https://australian.museum/

Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

Primary purpose of the role

To increase the impact of scientific and cultural collections of the Australian Museum by undertaking technical work supporting the digitisation of Australian Museum collections as part of the Collection Enhancement Project. This position will be working in the Mineralogy and Petrology collections of the museum and will involve working with fragile specimens and some hazardous specimens using appropriate WH&S procedures.

Key accountabilities

- Assist in the management and digitisation of collections including identification, curation and imaging of specimens/objects, entry of data into the collection database, building on relevant Australian Museum strategies and communicating this work within the digitising team.
- Support the development and use of the Australian Museum collections by assisting the Collection Manager and digitising project in managing digitisation, collection usage and access to the collection.
- Support the implementation of the Collection Enhancement Project to strategically develop the digital collections of the Museum.
- Assist the Collection Managers in preparing collection material for, and maintaining its integrity through, the digitisation process, including processes to ensure material is available for digitisation.
- Assist the Digitising Specialist in ensuring images and data are captured, entered and maintained at required levels of quality particularly for fragile specimens and hazardous specimens.

Key challenges

- Undertake physically demanding tasks and work independently to manage the technical complexity of extensive collections, including identification and curation of specimens/objects, working with relational databases and working with the digitisation team.
- Handling fragile specimens and hazardous specimens while ensuring that the work is undertaken in accordance with WHS practices and procedures.

Key relationships

Who	Why
Internal	
Digitising Specialist, Collection Enhancement Project	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions. • Administrative approvals (time sheets, leave, purchasing, expenses). • Provides leadership to the position.
Collection Managers	<ul style="list-style-type: none"> • To ensure activities and projects are aligned with Branch, Divisional and organisational priorities. • Assigns work, manages workloads, provides guidance and oversight.
Group Manager	<ul style="list-style-type: none"> • Oversight and ensure activities and projects are aligned with Life Sciences and organisational priorities
Associate Director Collection Enhancement	<ul style="list-style-type: none"> • Oversight and provide regular updates on key administrative and operational projects, issues and priorities. • Respond to requests for input on key issues.
Associate Director AMRI	<ul style="list-style-type: none"> • Oversight and ensure activities and projects are aligned with Life Sciences and organisational priorities • Respond to requests for input on key issues.
Manager Conservation and Collection Care (CCC)	<ul style="list-style-type: none"> • To ensure activities and projects are aligned with CCC and organisational priorities.
Other Digital Collections and Citizen Science Staff	<ul style="list-style-type: none"> • To maximise the effectiveness and efficiency of products activities and workflows implemented in the AM setting.
EMu Database Support Coordinator	<ul style="list-style-type: none"> • Ensure digitising data practices comply with EMu data standards and protocols and procedures.

Who	Why
AM Collection and Barcoding staff	<ul style="list-style-type: none"> Develop suitable processes and procedures for handling collections and applying and using barcodes.
DigiVol staff and volunteers	<ul style="list-style-type: none"> Integrate DigiVol activities into the digitising process where applicable.
External	
General public	<ul style="list-style-type: none"> Communicate importance of science and the work of the Australian Museum.

Role dimensions

Decision making

This role has limited autonomy but makes decisions for issues under its control. The role refers to the Digitising Specialist and Collection Manager for decisions that require significant change to outcomes or timeframes. Where required, escalation may be needed to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

- Digitising Specialist, Collection Enhancement Project

Direct reports

- Nil

Key knowledge and experience

- Demonstrated knowledge in the appropriate handling of mineralogical and petrological material in a collection setting.
- Demonstrated capacity to support the Collection Managers in the maintenance and curation of the collection including the ability to handle fragile specimens/objects and labels and experience in, or willingness to handle hazardous specimens using appropriate WH&S procedures.
- Demonstrated experience in working with collection database systems.
- Demonstrated experience in imaging (e.g. taking high quality photographs) of collection specimens/objects.
- Demonstrated basic knowledge and understanding of the application of Work Health and Safety (WH&S) legislation and regulations.
- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in the relevant Role Description.

Essential requirements





- Tertiary qualifications or equivalent training in geology or earth and environmental sciences or equivalent experience in working with geological collections.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> Be open to new ideas and approaches Offer own opinion, ask questions and make suggestions Adapt well to new situations Do not give up easily when problems arise Stay calm in challenging situations
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies