

Role Description

Archivist

Cluster	Department of Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Exhibitions / Strategic Collections
Location	All MAAS Sites
Classification/Grade/Band	Archivist Grade 2
ANZSCO Code	224211
PCAT Code	
Date of Approval	October 2019
Agency Website	maas.museum

Agency Overview

The Museum of Applied Arts and Sciences sits at the intersection of the arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1879, the museum includes the Powerhouse Museum, Sydney Observatory and the Museums Discovery Centre. The Museum is custodian to over half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia.

Organisational Context of Role

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Organisational Context of Position

The **Curatorial, Collections and Exhibitions Department, encompassing Curatorial, Strategic Collections and Production**, works cooperatively to develop, manage and conserve collections, conduct research, develop, source, deliver, interpret and maintain long-term and temporary exhibitions. The Department provides content to the Museum's ambitious and multifaceted programs and experiences. The Department initiates and proactively explores ways to expand and disseminate knowledge about the collection.

Strategic Collections is one of three teams reporting to the Director, Curatorial, Collections and Exhibitions and encompasses Registration, Conservation and Library Services.

The **Registration** unit manages the Museum's collection and collection-based information according to professional museum standards, and NSW regulatory requirements, including documentation, processing, access, inward and outward loans, storage, movement and transport of objects, and

creating and maintaining records for these. The unit has a major responsibility for co-ordinating all audit, valuation, insurance, collection copyright, and legal matters relating to the collection; and participates in exhibition development including planning, exhibition preparation and installation and dismantling. Registration also manages the Museum's archives both institutional and acquired, servicing internal and external access and managing the archives management database.

MAAS Archives functions as both an in-house and collecting archives. As an in-house archive, the Museum Archives serves the Museum's corporate information needs by appraising, documenting, storing, preserving and making accessible Museum records of permanent value. There is close liaison in this work with Curatorial (Curatorial, Collections and Exhibitions), Conservation (Strategic Collections), and the Records Unit (Governance, Planning and Reporting). The Museum's institutional archives are State records and are managed and made publicly available in accordance with the State Records Act 1998 and other relevant legislation.

Primary purpose of the role

Contributes to the implementation of best archival practice in relation to the Museum's institutional archives and its collected archives, and enables their access for research, exhibition, and public and associated programs by MAAS cultural heritage professionals and external stakeholders.

Key accountabilities

- Accession and arrange and describe institutional archives and collected archives and create collection management database records
- Assist the Grade 3 Archivist with internal and external research enquiries in accordance with the Museum's Archive Policy and procedures
- Liaise with members of the Strategic Collections team including Conservation staff as well as members of Curatorial to ensure appropriate preservation and storage of the archival collection
- Ensure adherence to a high level of archival management practice and procedures and a culture of optimal external and internal customer service
- Participate in outreach activities aimed at promoting the archival collection to a broader audience
- Work with volunteers to successfully manage arrangement and description projects

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS' vision, mission and strategic direction.
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly
- Ensure MAAS is position as the leading museum of applied arts and sciences

Key challenges

- Working collaboratively with Museum staff who are physically distributed across multiple sites and contribute to an interdisciplinary culture
- Maintaining consistent workflow during a period of assessment and relocation of the archival collection.
- Effectively balancing the requirements for archival access against those for the security and preservation of collection materials

Key relationships

Who	Why
Internal	
Archivist Grade 3	Receives overall direction, guidance and advice
Strategic Collections Team	Consult and collaborate with to ensure collection-based projects are undertaken to achieve best results
External	
VIPs, government agencies, lenders, collectors, donors, sponsors, and researchers	To ensure excellent customer service, and maximise relationships and opportunities
MAAS Visitors	Representing MAAS and its activities and its policies

Role dimensions

Decision making

- Works as part of the team to achieve agreed business objectives and performance criteria
- Is accountable for the delivery of archival services working within approved policies, processes and procedures
- Refers to supervisors for decisions that require change to established archival practice within the Museum.

Reporting line

Archivist Grade 3

Direct reports

Nil

Budget/Expenditure

This role has no financial delegation.

Essential requirements



1. Sound knowledge and experience in archival management including the arrangement and description of archival materials.
2. Knowledge of general preservation and conservation principles
3. Demonstrated ability to work independently and as a member of a team
4. Excellent written and verbal communication skills
5. Excellent organisational and administrative skills and attention to detail
6. Strong IT skills and experience working with collection management databases
7. Ability to prioritise and balance responsibilities and meet deadlines.
8. This position requires a relevant degree and postgraduate qualifications in Archives Management or equivalent
9. Driver's license required or willingness to obtain

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

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	Functional
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate



Deliver Results

Adept

Plan and Prioritise

Adept

Think and Solve Problems

Intermediate

Demonstrate Accountability

Intermediate



Finance

Intermediate

Technology

Adept

Procurement and Contract Management

Intermediate

Project Management

Intermediate

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 Capability	and	Level	Behavioural Indicators
Personal Attributes Manage Self		Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Commit to Customer Service		Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer focused services Understand customer perspectives and ensure responsiveness to their needs. Identify customer service needs and implement solutions. Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
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	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly
		<ul style="list-style-type: none"> • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
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