Role Description
Collections Officer - Barcoding

Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Museums of History NSW
Division/Branch/Unit	Collections Division/Collections & Access Team
Location	Sydney
Classification/Grade/Band	Assistant Registrar Grade 1
Role Number	No number
ANZSCO Code	224999
PCAT Code	3115291
Date of Approval	1 November 2022
Agency Website	www.mhnsw.au

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the Department of Creative Industries, Tourism, Hospitality and Sport and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth–telling and respect at the core of our approach. With a formidable asset base worth $1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

Support the implementation of a barcoding solution for MHNSW Collections at various locations to improve collection stocktake, tracking, valuation, and data management outcomes.

Key accountabilities

- Undertake collection labelling according to relevant policies and industry-standard procedures to ensure accurate, current and meaningful collection data is accessible and maintained.

- Support collection movements and annual and rolling schedules of collection stocktakes as per collection management policy to ensure timely assessments and accurate collection location data recorded.
- Ensure collection objects are labelled and packaged/housed in accordance with appropriate conservation procedures to maintain the condition, value and significance of collection items.
- Assist with the implementation of collection-based information systems, including utilising collection management and location tracking systems to ensure correct cataloguing procedures are followed and data integrity maintained.
- Balance the requirements of object storage and display with those of security and preservation to ensure the agency's collections are both shared and protected.
- Maintain and organise collection stores ensuring safe handling and referencing safe work method statements and standard operation procedures under current Work Health & Safety (WHS) Acts and Regulations.

Key challenges

- Maintaining current knowledge of conservation, handling, labelling and storage practices to ensure Museums of History NSW's are following correct and current procedures.
- Achieving project deadlines and milestones to the required standards working within a complex and changing collection.
- Developing relationships with Registration and Collections Care staff to deliver planned outcomes and overcome communication, resourcing and practical challenges that arise from an agency dispersed over multiple sites.

Key relationships

Who	Why
Internal	
Project Officer, Collection Barcoding Supervisor	• Receive guidance from and provide regular updates on projects, issues and priorities. • Work collaboratively to contribute to achieving project outcomes
Collections Care Team	• Liaise with in relation to collection movements, object housing and other issues concerning the condition and care of the collection and items under care of SLM. • Work collaboratively to contribute to achieving team outcomes
Staff across the agency	• Work collaboratively and effectively with a diverse range of stakeholders to develop productive working relationships as to achieve deadlines and intended outcomes. • Communicate with key stakeholders to facilitate exchange of information and support project completion in line with project plans.
External	
Staff at other cultural institutions	• Develop and maintain effective relationships and open channels of communication • Consult and collaborate to resolve project related issues, define mutual interests and facilitate working in shared collection facility

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Role dimensions

Decision making

This role:
- Prioritises own workload to meet deadlines and manage daily work in consultation with the supervisor.
- Takes active ownership of own work.
- Is committed to working in a team to achieve agreed objectives.
- Maintains efficient lines of communication.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Recognises when to make decisions and ask relevant questions.
- Works independently and as part of a team.
- Maintains a high level of attention to detail and accuracy.

Reporting line

This role reports to the Project Officer, Collection Barcoding Supervisor.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Experience working in a museum or collections-based environment and a relevant qualification in museum studies, heritage or related field.
- Knowledge of appropriate techniques/procedures for handling, display, transportation and storage of museum objects.
- Experience working with software applications used to maintain and update collection information or similar.
- Ability to manage lifting, carrying, standing, kneeling and moving around heritage sites, both internal and external environments is a genuine occupational requirement.
- Flexibility to adapt to and learn new technologies in a changing work environment.
- NSW Drivers licence and willingness to travel between collection locations is desirable

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

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	Foundational
	Manage Self	**Intermediate**
	Value Diversity	Foundational
Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Foundational**
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	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 and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Intermediate	• 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 Work Collaboratively	Foundational	• Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Deliver Results	Foundational	• Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Intermediate	• 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
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans