

Role Description

Collections Officer – Collection Digitisation Project



Cluster	NSW Premier & Cabinet
Agency	Sydney Living Museums
Division/Branch/Unit	Heritage, Assets & Museums Division
Location	The Mint and other locations, as required
Classification/Grade/Band	Assistant Registrar Grade 2
Role Number	224999
ANZSCO Code	CAP011
PCAT Code	1119192
Date of Approval	25 June 2021
Agency Website	www.sydneylivingmuseums.com.au

Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) are NSW Government agencies which operate under the leadership of a single Executive Director. Whilst maintaining two separate legal entities, services are provided under a shared model.

The agencies form part of the NSW Department of Premier & Cabinet and report to the Minister for the Arts. Sydney Living Museums is also recognised as a State Cultural Institution.

SLM cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of the people of NSW. The agency is administered under the *Historic Houses Act 1980*, which confers the responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance.

Our property portfolio includes the UNESCO World Heritage listed Hyde Park Barracks, Australia's oldest surviving government building, the Mint, and Rose Seidler House, which marks the arrival of the modernist architecture movement to Australia.

The portfolio is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international.

SARA is administered under the *State Records Act 1998* and is responsible for developing, preserving and promoting access to the NSW State Archives Collection, which pre-dates the European settlement of Australia in 1788.

SARA is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, valued at \$1 billion and which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register.

SARA's Recordkeeping Standards and Advice function assists public offices in meeting their recordkeeping obligations under the *State Records Act 1998*, which is vital in the preservation of the memory of government for current and future generations. SARA's Government Records Repository provides commercial storage, records management, digitisation and consultancy services and generates the majority of SARA's operating revenue.

Primary purpose of the role

Contribute to SLM's Collection Digitisation Project according to professional museum standards and NSW regulatory requirements, including all aspects of collection management, documentation and cataloguing, processing, access, storage, movement and transport of objects.

Key accountabilities

- Provide full registration and documentation support for SLM's collection digitisation project to coordinate and ensure items are 'digital ready' and liaise with the Project Officer – SLM Collections Digitisation, providing updates as required.
- Perform core tasks to ensure correct identification, dimensions, condition, location, storage, access and reference photography are entered into the Vernon collection management system (CMS).
- Maintain and standardise object records within the CMS to uphold data integrity.
- Assist with implementing collection management strategies, procedures and documentation for a range of object formats to support digitisation, including safe handling, collection administration, security and logistics.
- Coordinate and undertake the physical relocation of collection objects to ensure all movements are accurately documented with in the CMS.
- Works across the project and agency to ensure an understanding of timeframes and priorities for the project.

Key challenges

- Ensuring adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.
- Working collaboratively and effectively with a diverse range of stakeholders within the SLM's collection digitisation project to develop productive working relationships to achieve deadlines and outcomes.
- Maintaining current knowledge of collection management, conservation, handling, storage and transportation practices to ensure Sydney Living Museums' are following correct and current procedures.

Key relationships

Who	Why
Internal	
Project Officer – SLM Collections Digitisation Supervisor	<ul style="list-style-type: none"> • Collaborate with to manage documentation, prepare, assess and transport a range of objects for SLM's collection digitisation project. • Receive guidance and direction in relation to the development of project planning, scheduling and implementation. • Assist with the planning, identification, set-up and implementation of collection digitisation processes and workflows.

Who	Why
Registrar, Collections Management	<ul style="list-style-type: none"> Collaborate with to communicate about collection issues presented as part of SLM's collection digitisation project. Receive guidance and direction in relation to collection management processes and database. Provide updates on collection management projects, issues and priorities, as required.
Head of Collections Care	<ul style="list-style-type: none"> Cooperate with and assist with planning, identification of re-housing needs and collections movement.
Caroline Simpson Library & Research Collection Team	<ul style="list-style-type: none"> Collaborate with for SLM's collection digitisation project, as required.
Curatorial Team	<ul style="list-style-type: none"> Collaborate with to manage and assess collection items prioritised for digitisation. Collaborate with for SLM's collection digitisation project, as required.
Collection & Access Team	<ul style="list-style-type: none"> Liaise with and provide updates as required.
Staff across the agency	<ul style="list-style-type: none"> Develop and maintain collaborative working relationships to facilitate the implementation of the SLM Digitisation Project.
External	
Services providers	<ul style="list-style-type: none"> Liaise with in relation to digitisation and photography of objects. Develop and maintain effective working relationships and opportunities.

Role dimensions

Decision making

This role:

- Works independently and prioritises own work, plans, schedules and manages with an understanding of timeframes and priorities for the project in consultation with the supervisor
- Works in accordance with professional museum standards and NSW regulatory requirements
- Takes active ownership of own work to a high level of attention to detail and accuracy.
- Prepares high quality documentation and reports, and collaborate with team members and key stakeholders on a complex project.
- Is committed to working in a team to achieve agreed objectives.
- Works within set timeframes with resource limitations across a diverse range of projects, relationships and sites to ensure an understanding of timeframes and priorities for the project
- Maintains efficient lines of communication.
- Ensure adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Recognises when to make decisions and ask relevant questions.

Reporting line

This role reports to the Project Officer – SLM Collections Digitisation Supervisor.

This role will also report to other members of the Project Team as required.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Extensive knowledge and experience working in a museum environment with demonstrated practice in collection management processes and documentation.
- Experience working with collections management databases such as Vernon and other software applications used to maintain and update collection information.
- Experience and knowledge of appropriate techniques/ procedures for handling, assessment, transportation and storage of museum objects at a professional museum level including understanding of risk management and disaster preparedness.
- Excellent written and verbal communication skills, including the ability to prepare high quality documentation and reports, and collaborate with team members and key stakeholders.
- Ability to manage lifting, carrying, standing, kneeling and moving around heritage sites, both internal and external environments is a genuine occupational requirement.
- Knowledge of decorative arts or domestic design history or Australian social and cultural history.
- Current NSW driver's licence.





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	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	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	<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 Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • 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	<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
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • 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