

Role Description

Collections Officer – Digital Assets



Cluster/Agency	NSW Premier & Cabinet
Department/Agency	Sydney Living Museums
Division/Branch/Unit	Heritage, Assets & Museums Division
Location	The Mint
Classification/Grade/Band	Assistant Registrar Grade 1
ANZSCO Code	224999
Role Number	CAP013
PCAT Code	1119192
Date of Approval	25 June 2021
Agency Website	www.sydneylivingmuseums.com.au

Department/Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) came under the direction of a single Executive Director on 1 July 2019. Whilst maintaining two separate legal entities, services are provided under a shared model.

SLM is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection 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. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

SARA is responsible for developing, preserving and promoting access to the State Archives Collection that pre-dates the European settlement of Australia in 1788. SARA has three primary business functions:

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.

The Recordkeeping Standards and Advice function assists public offices to meet their recordkeeping obligations under the *State Records Act 1998*, as a vital part of preserving the memory of government for current and future generations.

Commercial Operations, through the Government Records Repository, has substantial capability to provide commercial storage, records management, digitisation and consultancy services and generates the majority of SARA's operating revenue.

Primary purpose of the role

Contribute to the content and development of Sydney Living Museums' Digital Asset Management system [DAMS] for managing, discovering, describing and delivering professional digital image assets, with a focus

on SLM collections, including file management, ingestion, assessment, metadata creation and the use of information databases, archiving, rights and copyright management to meet project standards and workflows.

Key accountabilities

- Manage the addition of collection-related digital assets to the DAMs ensuring accurate and appropriate information is assembled according to cataloguing requirements and metadata standards to facilitate resource discovery.
- Support the archiving of digital assets to the DAM generated out of corporate and property photography according to cataloguing requirements and metadata standards to facilitate resource discovery.
- Take responsibility for management and quality assessment of incoming image files for collection-related digital assets.
- Maintain appropriate records to enable the tracking of digital asset creation against key performance indicators.
- Contribute to the development of project documentation and operation of software.
- Add collection-related derivatives and related data to SLM’s museum collection management system Vernon (CMS).
- Maintain and contribute to currency of project documentation. As required, support a range of business needs for the storage, organisation, retrieval and dissemination of digital assets.

Key challenges

- Maintaining an efficient and productive work-flow for the creation of digital assets and the addition of mandatory metadata according to cataloguing requirements and metadata standards to facilitate resource discovery and maintain appropriate records.
- Problem solving and maintaining attention to detail when completing repetitive tasks to ensure metadata is detailed, consistent, accurate and meets required standards.
- Developing relationships with SLM staff to deliver planned outcomes and ensure efficient and productive creation of digital assets. .

Key relationships

Who	Why
Internal	
Project Officer – SLM Collections Digitisation Supervisor	Receive guidance from and provide regular updates on projects, issues and strategic priorities. Receive guidance in the implementation of processes and use of systems.
Registrar, Collections Management	Takes guidance from in relation to procedures for adding derivatives of collection-related digital assets to CMS. Work with to ensure records data is consistent, accurate and meets required standards.
Curatorial Staff	Work with to ensure metadata related to property photography is accurate. Develop and maintain effective working relationships.
Staff across the agency	Work with to ensure metadata related to property photography is accurate. Develop and maintain effective working relationships. Collaborate with and support in recognising and overcoming communication, resourcing and practical challenges that arise from an agency dispersed over

Who

Why

a number of sites.

Role dimensions

Decision making

This role:

- Prioritises own workload in order to meet deadlines and manage daily work in consultation with the supervisor.
- Takes active ownership of own work.
- Takes initiative to problem solve and seek information when required.
- 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.
- Maintains oral and written communication skills.

Reporting line

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

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant experience in a museum environment, with a degree qualification in a related field.
- Knowledge of decorative arts or domestic design history or Australian social and cultural history.
- Experience working with software applications, information management systems and databases to maintain and update collection related data, particularly for photography or digital assets.





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	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	<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	Foundational	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Complete own work tasks under guidance, within set budgets, timeframes and standards Take the initiative to progress own work Identify resources needed to complete allocated work tasks Seek clarification when unsure of work tasks

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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