

Role Description

Registrar, Collections Management



Cluster/Agency	Department of Premier & Cabinet
Department/Agency	Sydney Living Museums
Division/Branch/Unit	Heritage & Asset Management Division/Collections & Access Team
Location	The Mint
Classification/Grade/Band	Registrar Grade 1
ANZSCO Code	224999
Role Number	HAM019
PCAT Code	1119192
Date of Approval	June 2021
Agency Website	www.sydneylivingmuseums.com.au

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

Provide collection management services that ultimately increase public access to and engagement with Sydney Living Museums' (SLM) collections including the management of a suite of processes, systems and

practices to ensure the intellectual and legal control of museum collections, and serve as administrator for SLM's collection management system.

Key accountabilities

- Develop and apply a shared understanding of approaches and standards towards collection registration, description and cataloguing to create and maintain data that is consistent and in line with industry practices.
- Maintain the functionality and integrity of SLMs' collection management system (CMS) [VERNON] and manage upgrades to oversee database development; software malfunctions/bugs, annual licence and maintenance contracts to ensure that the system meets SLM's operational requirements including compatibility with other software collection systems.
- Follow the relevant SLM policies, manage collection documentation processes associated with registration of new acquisitions; object photography; annual valuations; audit reporting; object movement; and deaccessioning; and administration of processes associated with the donation of museum collection material through the Commonwealth Cultural Gifts Program to ensure relevant standards and processes are adhered to.
- Prepare and provide reports from CMS, including collection-related statistical and financial information for SLM's annual and financial report and to meet other statutory or industry reporting requirements.
- Lead and manage the process of continuous CMS database development in order to meet best practice standards for public online access, enable implementation of agreed international data standards, enable direct, controlled, access for data-input by appropriate SLM staff.
- Manage the annual and rolling schedules of collection valuations and stocktakes as per SLM's collection management policy to ensure accurate and timely assessments and production of reporting.
- Collaborate with and support divisional and whole-of-organisations projects by providing specialist advice, procedures and standards to ensure efficient and effective collection management practices are integrated into project planning and implementation.

Key challenges

- Balancing the multiple responsibilities of managing, administering and functionalising the CMS alongside projects, programs and business as usual activities in a distributed site and collection environment.
- Managing competing imperatives and deadlines, and successfully engaging stakeholders within the Collections and Access Team and across SLM to gain support, collaboration and integrated planning of activity required by the role.
- Collaborating with key stakeholders to increase the volume of SLM digital assets that are publically accessible online in order to meet agreed targets.

Key relationships

Who	Why
Internal	
Head of Collections & Access	Receive guidance from and in relation to broad collection management and documentation outcomes aimed at ensuring systematic intellectual and legal control of the SLM's museum collections.
Collections Officer, Documentation and Loans Officer	Provide guidance to and receive regular updates from in regards to projects, issues and strategic priorities. Supervise the Collections Officer, Documentation and Loans Officer ensuring

Who	Why
	<p>workflows and work plans are in place to guide and meet deliverables.</p> <p>Collaborate with to ensure the intellectual and legal control of collections items are in place.</p>
Curator, Digital Assets	Collaborate with to deliver publically accessible online digital assets.
Collections & Access Team	<p>Collaborate with to deliver team outcomes.</p> <p>Develop and maintain effective working relationships.</p> <p>Liaise with the collections care and loans teams to ensure that mandatory data about collections, including stock take reports, object movement and condition reporting, is added to the collection management system in a timely manner.</p>
Curatorial Team	<p>Collaborate with to deliver publically accessible online digital assets.</p> <p>Negotiating and defining collection data standards with diverse internal stakeholders.</p> <p>Provide training and support as required in data entry procedures, data standards and database use.</p> <p>Liaise with to manage acquisitions.</p> <p>Develop and maintain effective working relationships.</p>
Project Teams	<p>Liaise with to manage large acquisitions.</p> <p>Develop and maintain effective working relationships</p>
Finance Team	<p>Work with to provide data as required on collection values and procedures.</p> <p>Develop and maintain effective working relationships.</p>
Staff across the agency	<p>Negotiating and defining collection data standards with diverse internal stakeholders.</p> <p>Provide training as required to SLM staff in data entry procedures, data standards and database use.</p> <p>Develop and maintain effective working relationships.</p> <p>Working with and supporting staff in recognising and overcoming the communications, resourcing and practical challenges that arise from an organisation with limited resources dispersed over a number of sites.</p>
External	
Vendors and auditors	<p>Develop and maintain effective working relationships.</p> <p>Negotiate with software vendor to deliver/implement agreed database developments.</p> <p>Work with to provide data as required on collection values and procedures.</p>

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.
- 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 with the ability to produce writing reports and documentation.
- Makes uses of well develop organisational skills to plan ahead and deliver work within set timeframes.

Reporting line

This role report to the Head of Collections & Access.

Direct reports

The following role reports directly to the Registrar, Collections Management:

- Collections Officer, Documentation
- Loans Officer

Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualification and at least five years' experience in museum or related collection management/registration processes.
- Working knowledge and understanding of digital museum collection management systems and current industry collection description standards.
- Demonstrated commitment to fostering collaboration and knowledge-sharing to enable improved collection management practices.
- Project management experience incorporating collation, reporting and analysis of information/data.
- A commitment to the provision of publically accessible online collection data.


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
	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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	Adept	Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation
Relationships Work Collaboratively	Intermediate	Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others
Results	Adept	Use own and others' expertise to achieve outcomes, and take

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Deliver Results		<p>responsibility for delivering intended outcomes</p> <p>Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines</p> <p>Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs</p> <p>Ensure that the financial implications of changed priorities are explicit and budgeted for</p>
Results Demonstrate Accountability	Intermediate	<p>Take responsibility and be accountable for own actions</p> <p>Understand delegations and act within authority levels</p> <p>Identify and follow safe work practices, and be vigilant about their application by self and others</p> <p>Be alert to risks that might impact the completion of an activity and escalate these when identified</p> <p>Use financial and other resources responsibly</p>
Business Enablers Technology	Intermediate	<p>Apply computer applications that enable performance of more complex tasks</p> <p>Apply practical skills in the use of relevant technology</p> <p>Make effective use of records, information and knowledge management functions and systems</p> <p>Understand and comply with information and communications security and acceptable use policies</p> <p>Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</p>
Business Enablers Project Management	Intermediate	<p>Perform basic research and analysis which others will use to inform project directions</p> <p>Understand project goals, steps to be undertaken and expected outcomes</p> <p>Prepare accurate documentation to support cost or resource estimates</p> <p>Participate and contribute to reviews of progress, outcomes and future improvements</p> <p>Identify and escalate any possible variance from project plans</p>
People Management Manage and Develop People	Adept	<p>Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes</p> <p>Adjust performance development processes to meet the diverse abilities and needs of individuals and teams</p> <p>Develop work plans that consider capability, strengths and opportunities for development</p> <p>Be aware of the influences of bias when managing team members</p> <p>Seek feedback on own management capabilities and develop strategies to address any gaps</p> <p>Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way</p> <p>Monitor and report on team performance in line with established</p>

NSW Public Sector Capability Framework

Group and Capability

Level

Behavioural Indicators

performance development frameworks
