Role Description
Collections Officer – Documentation

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	Assistant Registrar Grade 1
ANZSCO Code	224999
Role Number	HC020
PCAT Code	1119192
Date of Approval	15 May 2019
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

Assist in the implementation of processes and systems to ensure intellectual and legal control of Sydney Living Museums' collection are properly conducted and documented.

Key accountabilities

- Ensure new acquisitions are labelled and packaged/housed in accordance with appropriate conservation procedures to maintain the condition, value and significance of collection items.
- Manage and ensure the completion of all paperwork related to legal ownership, transfer of rights, gift acknowledgement, credit line and object value for each new acquisition.
- Maintain the collection management system to ensure correct cataloguing procedures are followed and properly administered for each new acquisition.
- Contribute to the maintenance of controlled vocabularies within the collection management system to uphold data integrity.
- Balance the requirements of objects access and display with those of security and preservation to ensure the agency's collections are both shared and protected.
- Schedule and supervise professional object photography for collection items as required to document the collection and condition.
- Collaborate with Curatorial and other relevant staff to ensure core catalogue information is recorded in the collections database.
- Ensure the currency of database information to record changes in object value, location and conservation status of objects.

Key challenges

- Maintaining current knowledge of conservation, handling, storage and transportation practices to ensure Sydney Living Museums' are following correct and current procedures.
- Developing relationships with Curatorial staff to deliver planned outcomes and overcome communication, resourcing and practical challenges that arise from an agency dispersed over a number of sites.
- Ensuring adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.

Key relationships

Who	Why
Internal	
Registrar, Documentation	Receive guidance from and provide regular updates on projects, issues and strategic priorities.
	Collaborate with to ensure the intellectual and legal control of collections items are in place.
Curatorial Staff	Collaborate with to complete processes related to the acquisitions of material through the Commonwealth Cultural Gifts Program.
	Collaborate with to ascertain well-researched public-access descriptions, provenance, creators and object types information as well as assessments of value.
	Liaise with in relation to the annual valuation program.
External	
Valuers	Liaise with in relation to the annual valuation program.

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Who	Why
	Develop working relationships and networks.

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.

Reporting line

This role report to the Registrar, Documentation.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- At least 2 years' experience working in a museum environment and a degree qualification in a museum studies, heritage or related field.
- Knowledge of decorative arts or domestic history or Australian social and cultural history.
- Knowledge of appropriate techniques/procedures for handling, display, transportation and storage of museum objects.
- Experience working with software applications/databases used to maintain and update collection information.
- Ability to manage lifting, carrying, standing, kneeling and moving around heritage sites, both internal and external environments is a genuine occupational requirement.

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	• 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

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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

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