

Collections Officer

STATEMENT OF DUTIES

AUGUST 2023

Number	Generic
Portfolio	Strategy and Performance
Branch	Libraries Tasmania
Section/Unit/School	Tasmanian Archives and Special Collections
Supervisor	As specified
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent or Fixed term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Undertake a range of collection-focused services including preservation and conservation, stack management, facilities management and provide support to the Tasmanian Archives and Special Collections Coordinator. Undertake technical duties including implementing collection management procedures, data collection and description, basic conservation techniques and collection consolidation including the use of the collection management system. Apply established solutions to procedural and related problems and issues.

Level of Responsibility/Direction and Supervision

Required to exercise initiative and judgement in monitoring work, dealing with issues associated with library and archives operating procedures, and the application of collection management techniques. An officer at this level may be responsible for a particular technical function of service delivery, or a range of technical functions.

Works within established guidelines under general technical direction and supervision. Is expected to work without close technical or general supervision, however, overall priorities will be determined by the supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Deliver technical collection management services to a high standard in support of the Tasmanian Archives Team.
2. Perform a wide range of technical duties necessary to maintain and update the collection and repository including some or all the following:
 - access and retrieve items in the collection for rehousing or conservation activities, including moving and reshelving items and installation of shelving, using Work Health and Safety approaches in the manual handling of items and shelving of archival resources.
 - provide technical support in the proper handling and storage of items within the collection, including assisting in collection relocation and consolidation.
 - apply established standards to the maintenance and preservation of library materials and complete conservation tasks such as rehousing, labelling with basic care and handling.
 - gather and collate technical information about the collection for data management and description activities and decision making in regarding stack management.
 - assist in the facilities management of the repository at Geilston Bay and 91 Murray Street by working alongside staff members and external contractors.
 - operate and maintain the collection management systems and provide accurate recordkeeping and other administrative practices.
 - contribute to developing and maintaining procedure manuals and policies.

3. Provide training for less experienced staff, trainees and volunteers.
4. Apply quality assurance procedures as required.
5. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
6. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge and experience or the ability to acquire and develop, of the role and function of an archival repository with an understanding of the unique and often fragile nature of archival material.
2. Proven organisational skills and demonstrated personal initiative, flexibility and motivation coupled with the ability to exercise judgement and work effectively in a team environment.
3. Demonstrated understanding of collection management including the ability to assist with shelving and rehousing items, collection consolidation and basic conservation tasks, with demonstrated understanding of aspects of collection maintenance according to statewide documented policies and procedures.
4. Well-developed communication and interpersonal skills with the proven ability to interact effectively with a range of stakeholders.
5. Skills and experience in the operation of contemporary information and collection management systems.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Relevant diploma from a discipline such as Library and Information Studies, Information Technology, Training and Assessment, Literacy
- A current driver's licence

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State*

Service Principles. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Strategic Recruitment and Payroll
Operations – August 2023
Request: 7012890, 7015417
Date Duties and Selection Criteria Last Reviewed: 08/23 VRH
