

Position Description		
Position Title: Archive Project Officer - Digitisation	Classification: Band 2 Level 2 GRADE 12	Position Number: BHCC-ACP-02
Group/Area: Outback Archive	Reports to: Archives Collection Project Manager	Hours per week: 35 hours
Our Organisation:		
Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.		
Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy		
Our Values: Accountability, Perseverance, Pride, Courage & Honesty, Teamwork		
Position Objective:		
<p>The Broken Hill Outback Archive is a nationally significant collection, located in Australia's first nationally heritage listed city. The Archive houses documents, photography, textiles, botanical specimens and a range of other items related to Broken Hill's mining, union, scientific and social/cultural history.</p> <p>This newly created position of Digitisation Project Officer will manage the delivery of a digitisation project aimed at preserving vulnerable items in the Outback Archive collection. The project will focus initially on photographs, negatives, slides and sundry audio-visual materials, which will be sent externally to be digitised – other types of items may also be incorporated into the project. The Digitisation Officer will oversee the selection, documentation, cataloguing, repackaging and processing of these collection items, and hence will play a key role in the preservation and long-term accessibility of the Outback Archive.</p>		
Position & Person Criteria		
Key responsibilities:		
<ul style="list-style-type: none"> • Under general direction, manage the digitisation project and implement workflow processes to achieve project aims. • Select, identify and organise Outback Archive collection items for digitisation. • Record collection item details in Excel prior to digitisation. • Import Excel files into the EMU collection management system and complete cataloguing tasks. Update EMU with digital images when received. • Liaise with external contractors to arrange off-site digitisation of collection items. • Catalogue, number and organise pre- and post-digitisation collection items in accordance with existing procedures and standards and best practice. • Manage the organisation and storage of digital image files resulting from the project. • Handle, re-package and store collection items in conservation-grade materials to accepted conservation practices and standards. • Follow existing procedures in relation to cataloguing and general collection management; 		

- Develop and document any procedural changes to ensure that the digitisation process is efficient and effective and procedural MS Word documents are up to date.
- Monitor copyright and intellectual property compliance of the collection and undertake research on the provenance of items.
- Assist with climate monitoring and security of the collection and storage facility.
- Maintain statistics related to the project's progress and prepare reports for management.
- Maintain effective working relationships with stakeholder organisations and individuals.
- Train and utilise volunteers if required.

Special Requirements:

- Australian Federal Police Check

Key Stakeholders:

- Archive Collection Project Manager
- Chief Corporate and Community Officer
- Library Coordinator
- Residents and other individual and organisational users of the Outback Archive
- Local area museums, collectors, and historians
- Suppliers and contractors
- State Archives of New South Wales
- State Library of New South Wales

Reporting Lines:

- This position reports to the Archive Collection Project Manager
- This position has no direct reports.
- This position may lead volunteers or interns involved with the project

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our City and having an ability to promote these outcomes
- Listening to customers and understanding that customer experiences are multi-faceted, and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments
- Responding to and resolution of Customer Requests and enquiries in a timely and customer focused manner and exercise discretion.
- Ensuring that communication with customers is open, timely and transparent
- Being recognised for having a professional attitude towards customers
- Having an ability to manage difficult situations and conflicts – calmly and professionally

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making
- Support business excellence and continuous improvement practices

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs

You will assist Council in meeting Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a teamwork approach by:

- Performing an active role within the Archive team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Key Selection Criteria

Essential

- Tertiary qualification in a relevant field such as Museum Studies, Collection Management, Archives, Libraries, Arts/History or extensive work history in these areas.
- Extensive and recent experience working in the Galleries, Libraries, Archives and Museums sector.
- Experience in cataloguing items using a collection management system.
- Skills and understanding of collection management principles including cataloguing, storage, manual handling and preventative conservation.

- Ability to methodically follow established processes and procedures and to improve, document and develop these where necessary.
- High level attention to detail and ability to analyse and cross-check data.
- Time management skills and ability to prioritise tasks and meet deadlines.
- High level computer skills in databases, Excel and Word.
- Proven ability to work effectively independently, under general direction.
- Ability to maintain standards of confidentiality, ethics and legal responsibility.

Desirable

- Project management experience.
- Understanding of Archive management and principles
- Experience cataloguing using the Axiell EMU collection management system.
- Experience in data migration between platforms.
- Experience working on a digitisation project.
- Understanding of conservation protocols in relation to photography, and of historical audio-visual formats.
- Experience in cataloguing historical items.
- An understanding of audio-visual analogue to digital production paths and workflow practices.

Acceptance of Position Description

Approved: General Manager

Signature:



Date: 20/06/24

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee Name

Signature:

Date: