

POSITION DESCRIPTION		
<b>Position Title:</b> Museum Collections Officer	<b>Classification:</b> Band 2 Level 2 Grade 11	<b>Position Number:</b> BHCC-AGM-04
<b>Group/Area:</b> Corporate and Community Services	<b>Reports to:</b> Gallery and Museum Manager	<b>Hours per week:</b> 35
<b>Our Organisation:</b>  <b>Vision:</b> Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.  <b>Mission:</b> Council provides responsive community leadership to enhance community living and facilitate a prosperous economy  <b>Our Values:</b> Accountability, Perseverance, Pride, Courage & Honesty, Teamwork		
<b>Position Objective:</b>  <p>The Albert Kersten Mining &amp; Minerals Museum, locally known as the Geo Centre, is not only a collection of specimens primarily found in Broken Hill, but also a broader collection that includes specimens from across Australia and some parts from around the world. These are presented in various formats and have been generously donated by both the local community and wider networks.</p> <p>The Albert Kersten Mining &amp; Minerals Museum, locally known as the GeoCentre, is repositioning itself within the Galleries, Libraries, Archives and Museum (GLAM) framework for 21<sup>st</sup>-century service delivery, developing and supporting programs bringing regional organisations together. The Museum team plays a pivotal role in ensuring Council is a leading partner with our community to achieve our city's vision of being a living museum and promoting its unique heritage listing.</p> <p>The key responsibility of this position is to interpret and promote the Albert Kersten Mining &amp; Minerals Museum's mineral, mining and social history collections through best-practice collection management and curatorial methods; support education and community engagement programs; and ensure professional standards in collection care, exhibition development, and visitor experience.</p>		
<b>Key Stakeholders:</b> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director Corporate and Community Officer</li> <li>• Gallery and Museum Manager</li> <li>• Archives Manager</li> <li>• Library Manager</li> <li>• IT Department</li> <li>• Broken Hill City Council Museums Advisor and Heritage Advisor</li> <li>• Government and non-government organisations</li> <li>• Local businesses, associations, groups</li> <li>• National, State or Local Industry bodies</li> <li>• General community</li> </ul>		

**Special Requirements:**

- Some out-of-hours work, and travel may be required to attend out-of-town promotions which may require overnight or extended stays.
- Must be available to work weekends, public holidays, and school holidays.
- Hours are to be rostered over 7 days.
- Capacity to work across multiple sites.
- In accordance with museum protocols, staff must not:
  - Carry out appraisals or identifications of objects for outside persons or agencies under circumstances that might aid or encourage illegal or unethical dealing with those objects.
  - Move collection objects without the knowledge and consent of the Gallery and Museum Manager. Collections donated will be exhibited as a collection and will retain their identity and stored as a collection.
  - Remove collection objects from the Albert Kersten Mining & Minerals Museum without appropriate documentation and knowledge and consent of the Gallery and Museum Manager.
  - House collection objects anywhere other than a collection storage area or an exhibition area without the knowledge and consent of the Gallery and Museum Manager.
- All staff (whether paid or unpaid) of the Alberts Kersten Mining and Minerals Museum who maintain personal collections and/or are dealers in minerals, fossils, meteorites and rocks must submit a catalogue plus photographs of materials held in personal collections.

*\* This excludes identifications conducted as part of normal service to the public*

**Reporting Lines:**

- This position reports to the Gallery and Museum Manager.
- Duties related to Collection Management Care and Collection Management System (EMu) are undertaken in accordance with direction and oversight provided by the Archives Manager.
- The role provides guidance to staff and volunteers.

**Duties and Responsibilities:****You will use your professional skills and experience to fulfil the following key responsibilities:**

- Oversee the documentation, preservation, and display of the Museum's mineral, mining and social history collections in consultation with the Gallery and Museum Manager.
- Maintain the collection management database (EMu), ensuring accuracy and regular updates in accordance with direction and oversight provided by the Archives Manager.
- Implement best-practice preventive conservation and safe handling procedures, particularly for hazardous materials.
- Assist with collection audits, condition reporting, and environmental monitoring.
- Conduct research on mineral specimens, mining history, and regional geology to enhance interpretive outcomes.
- Prepare interpretive materials, labels, and educational content for exhibitions and digital platforms.
- Collaborate with museums, universities, geological societies, and mining sector experts to ensure scientific accuracy.
- Assist in the development of permanent and temporary exhibitions featuring minerals and mining heritage.
- Contribute to exhibition design and installation, ensuring safe handling and accurate presentation of specimens.
- Contribute to innovative displays integrating digital or interactive technology where appropriate.

- Assist in travelling exhibitions, loans, and partnerships with other institutions.
- Assist in the development and delivery of programs, tours, and workshops for schools, community groups, and visitors.
- Provide engaging talks and interpretive experiences that connect geology and mining to the local community.
- Prepare reports, statistics, and updates for Council, funding bodies, and/or stakeholders.
- Advise management on mineral and object-related operational, administrative, personnel and budgetary matters, including budget proposals for collection maintenance and preservation.
- Assist with budget preparation, procurement, and financial tracking related to the collection.
- Ensure compliance with Council's policies on collection management, workplace health and safety and record management.
- Contribute to grant writing and fundraising activities supporting collection care, exhibitions, and programs.
- Consult with manager on retail development and souvenir purchasing.
- Provide excellent customer service to Museum visitors and stakeholders.
- Participate in Council and Cultural Facilities projects and initiatives as required.
- Undertake professional development to maintain knowledge of best practice in museum and geological fields.
- Perform other duties within the employee's skill set as directed by the Manager.

### **Operational**

- Undertake operational activities of the GeoCentre including accounts reconciliation, monthly reports, daily accounts and banking.
- Instruct the operational staff on the day-to-day functions including the performance of work and coordination of volunteers (including induction and training).
- Assist with financial management including annual budget preparation.
- Assist in the development and implementation of the GeoCentre strategic and business plan to ensure the attraction operates as an integrated service as part of the Cultural Facilities Group.
- Assist with the development of curriculum and related education programmes for visiting schools and required at both Gallery and GeoCentre.
- Effectively maintain, document, catalogue and preserve the GeoCentre collection.
- Assist in the planning, coordination and execution of an annual exhibition programme for the GeoCentre back hall in consultation with the Gallery and Museum Manager.
- Undertake other duties within the employee's skills, competency and training as required.

### **You will contribute to a strong customer and community engagement-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 the ability to promote these outcomes.
- Ensure all public documents are professional and ensure a positive corporate image.
- Listening to customers and understanding that customer experiences are multi-faceted, and consideration is given to customer viewpoints 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 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 resolving Customer Requests and enquiries in a timely and customer-focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having the 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 to meet Records Information Management:**

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

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

- Assist in the implementation of financial strategies within your area of care and control to ensure team objectives are met within budget.
- Making recommendations for improving operations to ensure cost-effectiveness.
- Implementing innovative improvements in your work area that enhance outcomes for the community.
- Ensuring a whole Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.

**You will adopt a teamwork approach by:**

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and cooperation 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.
- Acting in accordance with Council Code of Conduct.
- Acting in accordance with Council Public Interest Disclosure Policy.

**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.

### Selection Criteria


#### Essential:

- Degree qualification or equivalent study in Museum Studies, Collections Management, Science/ Social History of Science Communication [Geology, Mineralogy, Mining, Metallurgy], or related discipline.
- Relevant experience in a professional capacity within the GLAM sector of collections management.
- Knowledge and understanding of potential hazards and WHS standards working within a Geology/Mineralogy collection.
- Demonstrated ability to successfully develop and implement science communication programs, exhibitions, and/or audience development.
- Experience working with Collection Management System/s and high-level computer literacy.
- Excellent literacy, communication and interpersonal skills.
- Demonstrated ability to liaise with a broad cross-section of stakeholders including community members, staff, and volunteers across different industries.
- Demonstrated commitment to a customer service culture, delivery of quality service, ability to contribute to service improvements and adapt to change.
- NSW Working with Children Check.
- Current Drivers Licence.

#### Desirable:

- Experience working with Axiell EMu Collection Management System.
- Experience in grant development and acquittal.
- Experience in working with diverse collections and materials.

### Acceptance of Position Description

<b>Approved:</b> General Manager	<b>Signature:</b> 	<b>Date:</b> 25/11/25
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
<b>Accepted:</b> Employee Name	<b>Signature:</b>	<b>Date:</b>