



POSITION DESCRIPTION

University Museums and Collections

Collections Coordinator, Cultural Collections Nexus Project

POSITION NO	0063518
CLASSIFICATION	UOM 5
SALARY	\$83,159 per annum (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term, twelve months from commencement. Subject to continued project funding, fixed-term for remainder of project to anticipated end-date 30 April 2026.
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Allison Holland, Manager Digital Collections Projects Email aholland1@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank, and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff, and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Collections Coordinator will work in the Cultural Collections Nexus (CCN) Project, to undertake a range of digital asset management activities across the University's Cultural Collections. The incumbent will be part of the Project team. The incumbent will report to the Manager Digital Collections Projects within the Museums and Collections Department.

About the Cultural Collections Nexus Project

The University has more than 32 Cultural Collections. The project's objective is best practice digital asset management and increased accessibility of the Cultural Collections for research, teaching, and learning. The project will deliver a Digital Asset Management (DAM) system; digital stewardship framework and workflows; and digital asset readiness support for Collections teams to migrate to the DAM solution over 2024-26.

About this role

The focus of this role is information management tasks to prepare digital assets and associated metadata for migration to a new Digital Asset Management (DAM) system. Tasks will include data enhancement and manipulation as well as digital asset management for import to the system. Other activities include establishing the administration of digital rights management and access controls in the DAM system.

The Collection Coordinator will support both the CCN project team and teams based in Faculty and other Departments working with the University's Cultural Collections. The incumbent may also be required to work under the local direction of individual Collection Managers undertaking digital asset management activities for the collections in scope of the CCN Project.

In consultation, the incumbent will document collection management procedures and assist in the delivery of workflow efficiencies by applying new collection information standards to digital asset management.

The tasks will involve working across collections databases, and information management and asset management systems. The duties will involve high-level use of the University's Collection Management Systems, such as EMu, Vernon, Specify, and ReCollect.

1. Key Responsibilities

- Under the direction of the Manager Digital Collections Projects, undertake project tasks including:
 - data enhancement and data manipulation in preparation for import to a DAM system
 - applying agreed local, national, and international documentation standards, controlled vocabularies, and thesaurus terminology used in Collection Management Systems to data
 - supporting digital asset management and metadata application for online presentation and searchability
- Under direction from the Manager Digital Collections Projects or individual Collection Managers (and within the scope of the project) enhance collection digital information in accordance with any documented digital rights management restrictions or access protocols.
- Maintain, improve, and apply agreed practices to the management of collection information. This may include documenting collection management procedures and helping apply new collection information standards to digital asset management.
- Review and report on the current state of digital assets and metadata in different areas, to help the project establish the preparation needed for digital asset management, metadata enhancement and digitisation for online presentation.
- Participate in the communication, implementation and monitoring of guidelines, processes, and practices for documentation of Indigenous cultural items and associated digital assets.
- Support the Manager Digital Collections Projects with system development by reviewing project requirements and participating in testing to ensure project outcomes are achieved to a high quality within timelines and resources.
- Actively represent the Cultural Collections Nexus Project by liaising with relevant staff and stakeholders, undertaking documentation according to agreed standards, providing documentation specific to project needs. This includes working in an interdisciplinary manner across the project team and Cultural Collections management areas to ensure the realisation of University of Melbourne vision, mission, and strategic direction.
- Adhere to all obligations, responsibilities and requirements under relevant legislation and guidelines, upholding high standard of conduct and technical expertise in accordance with accepted international museum best practice standards.

2. Selection Criteria

2.1 ESSENTIAL

- Working knowledge of Galleries, Libraries, Archives and Museum sector's best practices for collections management, digital asset documentation, and online presentation across a diverse range of collection types.
- A tertiary qualification in a relevant discipline and/or an equivalent combination of relevant experience, education, and training.
- Demonstrated experience working with cultural collection metadata, digital asset management, and digital rights management on Collection Management Systems (such as EMu, Vernon, Specify, ReCollect, etc) and/or other platforms.

- Demonstrated ability to work independently and in a flexible manner with colleagues across in museum, gallery, or cultural collection environments, and in cross-disciplinary project-focussed teams.
- Research skills, problem solving skills, attention to detail and the ability to meet deadlines.

2.2 DESIRABLE

- Experience in the effective use of Digital Asset Management system (DAM),
- Awareness of protocols relating to Indigenous cultural collections information
- Experience working in a university or similar environment.

2.3 OTHER JOB-RELATED INFORMATION

- This position requires you hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
- You may be required to work at several University of Melbourne operational sites, including but not limited to Southbank and Burnley Campus.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

You will work under the overall direction of the Manager Digital Collections Projects and may also be required to work under the local direction of individual Collection Managers on activities in scope of the project. You will be expected to work with a level of independence, be self-motivated, able to prioritise workloads and plan ahead.

3.2 PROBLEM SOLVING AND JUDGEMENT

You will be expected to work with a range of staff and internal stakeholders with diplomacy, judgement, and sound problem-solving skills. You may need to be able to identify emerging questions or issues and raise them with the Manager Digital Collections Projects in a timely fashion. Occasionally you may work with external partners, such as a DAM technology implementation partner, with support from the project team.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Professional knowledge is required as described in part 2.1 above. You are expected to bring professional qualifications and/or experience in cultural collections management and digital asset management to this role. You will contribute this knowledge to the project team and to carry out responsibilities to a high standard.

3.4 RESOURCE MANAGEMENT

You will be responsible for applying newly developed guidelines and processes, while aligning with local best practices, with support from the project team and Collection Managers.

3.5 BREADTH OF THE POSITION

This role is part of a project team working on a major strategic project. Such strategic initiatives are developed consultatively and have wide impact and benefits for the whole of the University. You are encouraged to bring your conceptual, analytical and people skills to contribute effectively as part of a multi-disciplinary project team working across the Cultural Collections of the University.

4. *Equal Opportunity, Diversity, and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers, and visitors with a safe, respectful, and rewarding environment free from all forms of unlawful discrimination, harassment, vilification, and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability, and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1. ORGANISATION UNIT

The role is part of the Cultural Collections Nexus Project (CCN), which is being delivered by the Operational Performance Group (OPG). The CCN project team is a multidisciplinary team with members drawn from across the University.

The CCN Project is sponsored by the Museums and Collections Department and the Student and Scholarly Services portfolio. The OPG is a centre of excellence in business transformation, driving improvements to operational efficiency, effectiveness, and experiences across the University.

This role is recognised as a project role and will report to a member of the CCN project team - the Manager Digital Collections Projects, who also leads the project's Stewardship workstream, and whose substantive role is in the Museums and Collections Department.

6.2. BUDGET DIVISION

Operational Performance Group

6.3. THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes, and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.4. ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse, and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5. GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>