



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	COLLECTIONS PROJECT OFFICER
Position no:	50065151
Team:	[Product & Content Technology]
Department:	Content Management
Location:	Ultimo
Reports to:	ARCHIVES PROJECT MANAGER 50063383
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 3]
HR Endorsement:	14/09/2022

Purpose

Assist with a range of Collection Management activities including appraisal, cataloguing and preparation of audio-visual materials for digitisation, consignment and destruction.

Key Accountabilities

- Under routine direction, undertake collection appraisal and apply selection or deselection decisions according to the Collection Policy Framework.
- Perform collection management duties including accessioning, cataloguing, sentencing and batching in preparation for digitisation, consignment or NAP disposal.
- Maintain accurate records in accordance with cataloguing standards.
- Prepare disposal lists of excess physical copies and consignment lists of RNA items.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications and/or developing equivalent skills, knowledge and experience in the delivery of collection management services.
2. Sound knowledge of archival principles and ability to apply that knowledge over a variety of audio-visual broadcast media formats and records.
3. Ability to use a range of applications, accurately input and interpret information on computer systems and demonstrated attention to detail, particularly in the use of databases, information systems and spread sheets.
4. Demonstrated sound interpersonal and communication skills with the ability to prepare routine correspondence and reports clearly and accurately.
5. Demonstrated sound organisational and problem-solving skills with the ability to work effectively as part of a team as well as adapt to changing workflows and priorities.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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