



POSITION DESCRIPTION

Position Title	COLLECTION SERVICES OFFICER	Position No.	30004860
Team	[Product & Content Technology]	Classification	[Content Maker]
Department	Collections/Records VIC	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Southbank	Band / Level	[Band 4]
Reports to	SUPERVISOR COLLECTIONS, VICTORIA 30001782	HR Endorsement	21/01/2020
Purpose			

To contribute towards a broad range of Collection Management activities, including the provision of access services and delivery of preservation projects

Key Accountabilities

- Undertake collection appraisal and apply selection and deselection decisions according to Collection Management Policies.
- Support the delivery of collection access services including resolving research requests and enquiries within agreed timeframes.
- Perform collection management duties including ingest, cataloguing, accessioning, loans, dispatch and disposal of ABC's media collections to meet departmental standards.
- Capture digital content for the ABC Archive from a range of storage systems and repositories.
- Ensure accurate records are maintained to specified cataloguing and preservation standards in relevant Collection Management systems
- Contribute to the maintenance, storage and preservation of the ABC's legacy collections ensuring the collection is managed according to relevant Content Management policies.
- Undertake the consignment of media to National Archives Australia (NAA) in compliance with ABC policies and guidelines to meet disposal obligations.
- Participate in additional projects as required.
- 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 Library/Archive/Preservation and/or equivalent experience in the delivery of Collection Management services.
2. Sound knowledge of archival principles, international standards, and ability to apply that knowledge over a variety of audio-visual broadcast media formats and records.
3. Proven experience in the use of Collection Management database systems, with the demonstrated ability to apply cataloguing standards and principles across a range of resources and systems with a high level of accuracy.
4. Ability to provide excellent access services; and the ability to work effectively, both independently and within a team, to achieve project deadlines.
5. Excellent communication, organizational and time management skills.





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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