



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	CoDA CURATOR
Position no:	50014170
Team:	[Product & Content Technology]
Department:	Digital Collections & Curation
Location:	Ultimo
Reports to:	CoDA CURATION LEAD 50013940
Classification:	Technologist
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 4]
HR Endorsement:	31/08/2022

Purpose

Support development of CoDA collections through end-to-end selection, migration, cataloguing and disposal workflows.

Key Accountabilities

- Under routine direction, support the management of digital collections by undertaking appraisal, selection, metadata enhancement as well as disposal.
- Create, extract, modify and validate metadata to enrich descriptions and support improvement of discoverability of the Collection.
- Maintain various in-house collection management systems, including suggesting ways to increase performance and efficiency and improve user experience of CoDA.
- Maintain high level of accuracy and ensure adherence to data standards.
- Ensure application of collections framework in all decisions relating to end-to-end collection management.
- Assist with reports and data extraction as required.
- Resolve data merge issues, ensuring digitised files are delivered to the correct records in CoDA.

- Resolve issues with flagged CoDA records and use the splitting tool to support the enhancement of CoDA user experience for high value records.
- Support wider Digital Archive 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 qualifications and/or demonstrated equivalent skills, knowledge and experience.
2. Demonstrated computer literacy and experience with digital AV files.
3. Demonstrated proficient organisational and task management skills including the ability to identify issues and propose solutions, implement work plans, and to respond to changing priorities with attention to detail.
4. Demonstrated ability to prioritise and meet deadlines.
5. Proficient communication skills and the ability to work independently or as part of a team.
6. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **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.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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