



POSITION DESCRIPTION

Position Title	COLLECTIONS PROJECT OFFICER	Position No.	[Position No.]
Team	Product & Content Technology	Classification	Content Maker
Department	Information Governance	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Ultimo	Band / Level	Band 4
Reports to	MANAGER INFORMATION GOVERNANCE 01013574	HR Endorsement	Endorsement

Purpose

Assist with a range of Collection Management activities, including the appraisal, cataloguing and preparation of paper documents and still images for digitisation, and uploading digitized documents to ABC destination systems.

Key Accountabilities

- Under routine direction, undertake collection appraisal and apply selection and deselection decisions according to the Collection Policy Framework.
- Perform collection management duties, including accessioning, cataloguing, sentencing and batching in preparation for digitisation.
- Maintain accurate records in accordance with cataloguing standards; Under the guidance of the QA Coordinator, validate data and correct inaccuracies ensuring consistency across ABC systems.
- Enrich metadata records as required by leveraging data housed in a range of ABC systems.
- Prepare disposal lists of excess physical copies.
- Carry out bulk upload of digitised material and metadata to ABC destination systems such as Content Manager and CoDA
- Assist with any coordination and logistics activities related to the digitisation project 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 in Library/Archives/Preservation, or equivalent skills, knowledge and experience in the delivery of Collection Management services.
2. Accomplished knowledge of archival principles and ability to apply that knowledge over a variety of formats.
3. Demonstrated ability to manage efficient and effective quality sampling, inspection, testing, analysis and reporting processes.
4. Moderate experience in entering data into database or records management systems with the ability to apply cataloguing standards and principles across a range of resources and systems with a strong level of accuracy.
5. Accomplished problem-solving and time management skills with the ability to prioritise work effectively and deliver to tight deadlines.
6. Accomplished communication and interpersonal skills with the ability to work both independently and as part of a team.





POSITION DESCRIPTION

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.