



## POSITION DESCRIPTION

Position Title	Preservation Officer	Position No.	s50014172
Team	Product & Content Technology	Classification	Content Maker
Department	Collection	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Sydney	Band / Level	Band 3
Reports to	Preservation Team Lead [Reporting To (Position No.)]	HR Endorsement	[Endorsement]

Purpose

To contribute to the maintenance, storage and preservation of the ABC's collections to ensure ongoing access.

### Key Accountabilities

- Contribute to the maintenance, storage and preservation of the ABC's legacy collections ensuring the collection is managed according to relevant Content Services policies.
- Access and use database systems in order to accurately carry out collection management duties such as accessioning, labelling, tracking, moving and shelving collection items.
- Undertake collection appraisal and apply selection and disposal decisions according to Content Services Collection policies.
- Assist with the completion of projects under the direction of the Preservation Team Lead.
- Carry out the timely retrieval, dispatch, receipt and delivery of the ABC film, tape and audio collection to and from storage; including the ABC's vaults and the National Archives of Australia (NAA).
- Prepare consignments of legacy items proposed for transfer to the NAA under the Records Disposal Authority.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.

### Key Capabilities/Qualifications/Experience

1. Relevant qualifications and/or equivalent experience in the delivery of preservation services.
2. Knowledge of archival principles, policies, procedures, media formats and preservation issues and ability to apply that knowledge across a variety of audio-visual media formats including film, audio tape and videotape.
3. Proven experience in the use of Collection Management database systems; demonstrated ability to apply accessioning standards and principles across a range of resources and systems with a high level of accuracy.
4. Proven experience handling physical media collections.
5. Ability to successfully complete project tasks.
6. Good interpersonal, organisational, and communication skills.
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.





## POSITION DESCRIPTION

9. **Diversity and Inclusion:** to communicate effectively and build relationships with people from a range of diverse backgrounds. Experience in building an inclusive and supportive culture where diversity is valued.