



## POSITION DESCRIPTION

Position Title	Quality Assurance Officer	Position No.	[Position No.]
Team	Product & Content Technology	Classification	Content Maker
Department	Content Management – Collections	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Ultimo	Band / Level	Band 4
Reports to	QUALITY ASSURANCE LEAD TBA	HR Endorsement	18/12/2020
Purpose			

Undertake Quality Assurance (QA) to ensure that digital files delivered via in house digitisation teams as well as external vendors meet quality control requirements.

### Key Accountabilities

- Under routine direction, undertake QA activities on digital files uploaded to CoDA, verifying that file capture is complete, metadata is correct and that files pass all QA tests.
- Participate in UAT activities across all digitised content, including paper resources, and validate metadata extraction.
- Resolve moderately complex hardware, software or other technical issues; and report relevant or more complex issues to the QA Team Leader or QA Lead.
- 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 or equivalent skills, knowledge and experience within an AV broadcast, digitisation services or technical archives environment.
2. Sound computer literacy and experience with digital AV files, including strong knowledge of Microsoft Excel and other databases.
3. Accomplished knowledge of digitisation technology and preservation issues relating to digital audio-visual content, including experience in using various playback equipment.
4. Accomplished organisational and task management skills with the ability to identify issues and propose solutions as well as prioritise tasks to meet tight deadlines.
5. Accomplished communication and interpersonal skills with the ability to work independently or as part of a team.
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.

