



## POSITION DESCRIPTION

Position Title	CATALOGUER/RESEARCHER	Position No.	30002510
Team	[Product & Content Technology]	Classification	[Content Maker]
Department	Content Management	Schedule Roster Cycle	[Schedule A] [2 Week Rostered]
Location	Southbank	Band / Level	[Band 4]
Reports to	ARCHIVES CATALOGUING COORDINATOR 50013943	HR Endorsement	9/02/2021

### Purpose

Catalogue, research and select appropriate footage and maintain the library to meet the needs of the ABC and client groups.

### Key Accountabilities

- Under direction of the Archives Cataloguing Coordinator, catalogue content in accordance with Content Management policies and standards, including managing metadata in production and Content Management systems.
- Maintain digital collections in order to provide effective access to resources; assist with format transfers, loans and recovery of overdue items, including:
  - Managing the selection, retention and movement of content; select News content for retention in accordance with relevant policies and guidelines; and
  - Assisting in collection development including the selection, acquisition and culling of collection items.
- Undertake research assignments (using internal and external sources as appropriate) and negotiate copyright agreements where applicable.
- Assist and train staff and clients in the use of ABC systems as required.
- Provide training and guidance to less experienced employees 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 or equivalent skills, knowledge and experience.
2. Demonstrated understanding of cataloguing principles, including the accomplished ability to apply cataloguing standards to digital news content, with accuracy and attention to detail.
3. Demonstrated accomplished ability to manage digital content and apply and interpret collection policies.
4. Well-developed communication, interpersonal and organisational skills with the ability to prioritise tasks effectively and work independently and as part of a team.
5. Demonstrated client service focus with the ability to understand and respond to client information needs.
6. Knowledge of News, Current Affairs, Australian politics and excellent general knowledge.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





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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.

### Special Requirement

- Ability and willingness to work rostered shifts, including weekends and public holidays.