

ABC POSITION DESCRIPTION

Division: <i>Technology</i>	Job Title: <i>Cataloguer/Researcher</i>
Department: Content Services – Archives and Library Services	Classification: Admin/Professional, Schedule A, Band 3, (Rostered 2 Week)
Location: Hobart, Tasmania	Position No: 117919
Reporting to: Coordinator Archives and Libraries, Tasmania	Approval Date:
Objective: Provide cataloguing, collection, and research services to support the ABC's News and Sound Libraries and to meet the needs of the ABC.	
Key Responsibilities: <ul style="list-style-type: none"> • Catalogue News content, maintain metadata in production and Content Services systems or databases in accordance with ABC and Content Services policies and standards. Including: <ul style="list-style-type: none"> ◦ Obtain information from production units as well as internal and external sources to complete cataloguing records regarding information on source, copyright, and restrictions. • Research and locate content for ABC News Programs and other clients as required. • Assist with selection of News content for retention and maintain in accordance with ABC and Content Services policies and guidelines. • Assist with management of Sound Library collections in accordance with Content Services guidelines • Assist with the implementation of projects as required. • Work collaboratively within a team environment and contribute to the overall development of the team; assist in the training of staff. • Work rostered weekday shifts, including public holidays. • Actively promote the ABC values and apply all relevant workplace policies and guidelines; • All 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. 	
Selection Criteria (Key Competencies/Qualifications/Experience): <ol style="list-style-type: none"> 1. Relevant tertiary studies or equivalent experience in information management. 2. Understanding of cataloguing principles and demonstrated ability to apply cataloguing standards to digital news content, with accuracy and attention to detail. 3. Ability to manage digital content under direction. 4. Communication, organisational and time management skills in a high pressure environment. 5. Adaptability and digital confidence, that is the ability to respond positively to changing work priorities and being comfortable with new and emerging digital technologies. 6. Client service focus; ability to understand and respond to client information needs; ability to use research skills to locate relevant content for clients. 7. Good general knowledge and interest in news and current affairs. 8. An understanding of and commitment to the ABC's <u>aims, values and workplace policies</u>. 	