|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | Cataloguer/ Researcher | Position No |  **30004757** |
| Team | Technology | Band | 3 |
| Department | Content Services | Classification | Admin/Professional |
| Location | Darwin, NT | Schedule | A |
| Reporting to | Coordinator Archives & Libraries NT | Roster Group | Rostered (2 weeks) |
|  |  | Endorsement |  |
|  |
| Purpose |
| Provide News Library services, including development of self-service to support ABC Content Services and ABC clients. |
| Key Accountabilities |
| * Catalogue content & maintain metadata in Content Services and digital News production systems
* Research, locate and retrieve content for ABC News programs and other clients
* Assist with the selection of News content for retention
* Assist with the management of physical library collections & perform collection management tasks
* Assist with the implementation of projects
* Assist with the training of clients in search and retrieval
* Work collaboratively within a team environment and contribute to the overall development of the team
* Work rostered weekday shifts
* 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 tertiary studies or equivalent experience in information management
2. Understanding of cataloguing principles and demonstrated ability to apply cataloguing standards with accuracy and attention to detail
3. Ability to manage digital content and physical library collections, preferably in a media or otherwise fast-paced environment
4. Digital confidence and adaptability, including being comfortable with new and emerging digital technologies and ability to respond positively to changing work priorities
5. Client service focus, including ability to understand and respond to client information needs and ability to use research skills to locate relevant content for clients
6. Sound communication, organisational and time management skills
7. Good general knowledge and interest in Northern Territory news and current affairs
8. Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/ or Torres Strait Islander people; and an ability to communicate sensitively and effectively with Aboriginal and/ or Torres Strait Islander people.
9. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/)
 |