

# POSITION DESCRIPTION

Student and Scholarly Services  
Chief Operating Officer Portfolio

## Coordinator, Collections Management

<b>POSITION NUMBER</b>	0021350
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 7 - \$93,935 - \$101,684 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Name Lisa O'Sullivan Tel +61 03 8344 4195 Email <a href="mailto:lisa.osullivan@unimelb.edu.au">lisa.osullivan@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **STUDENT AND SCHOLARLY SERVICES**

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

This role sits within Scholarly Services which manages the University's libraries, scholarly and special collections, the University of Melbourne Archives, and learning systems. It provides information, research and online learning and teaching technology services to meet the scholarly needs of students and staff.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Coordinator, Collections Management works across Archives and Special Collections to ensure best practice and contemporary standards are implemented and adhered, delivery on priorities of the department in alignment with other areas across the University. The role will coordinate, plan and deliver consistent collection management, registration, documentation, storage, and preservation activities across the departments collection sites. The role is responsible for overseeing and providing expert advice, and contributing to developing, planning, implementing, and maintaining relevant guidelines, standards, processes, and systems relating to collection management across the department. And coordinating collection management, and registration activities, including access, security, loans, movements, exhibitions and other programs involving the Archives and Special Collections.

The Coordinator, Collections Management works proactively with internal and external stakeholders and in collaboration with the Program Manager, Curation and Innovation and University Archivist to ensure collections are managed and accessed safely for use in the various physical and virtual spaces.

Reporting line: Program Manager, Engagement and Outreach

No. of direct reports: 2

No. of indirect reports: 0

Direct budget accountability: #

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Scholarly Services

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Manage and coordinate collections management and registration activities, including planning and documentation supporting current and best practice for collection storage and preservation; digitisation, logistical freight and movement and location controls, collection audits and reporting. Liaising with the relevant stakeholders.
- Manage coordinate, and provide logistical collection management support for the Archive and Special Collection team across all sites, supporting the delivery of various activities, programs and digital resources within set timeframes
- Coordinate, plan, and monitor the delivery of multifaceted programs (physical and virtual) including events, outreach programs, including logistics and delivery, including incoming/outcoming loans; freight, and exhibition preparation, installation, and deinstallation.
- Actively manage, participate in, develop and implement continuous improvement strategies to effectively ensure the integrity, security and development of collection management and handling procedures and guidelines. And the coordination of related risks management and mitigation, in compliance with OH&S and relevant legislative and policy requirements and in consultation with relevant stakeholders.

- Maintain up to date documentation of guidelines and procedures relating to collection management processes, following best practice standards including ethical, legislative and other governance considerations and strategic priorities.
- Manage collection projects and teams, including coordinating and monitoring deliverables, budgets, and resources in a sustainable manner, in consultation with diverse internal and external stakeholders. To effectively support and deliver physical and virtual projects and programs.
- Effectively supervise and motivate staff, both direct and indirect reports, to achieve project outcomes, providing clear objectives, priorities, performance expectations and regular feedback. And ensuring staff are provided with appropriate training, work methodologies and tools to enable them to carry out their roles.

### **Selection Criteria:**

#### **Education/Qualifications**

1. The appointee will have a degree and an equivalent combination of relevant experience and/or education/training.

#### **Knowledge and skills:**

2. Extensive and demonstrated knowledge and experience in collection management, registration, logistics, and contemporary information management standards for cultural and/or heritage collections, including collection handling, security, disaster response planning, contract/loan management, logistics, and preservation/conservation.
3. Extensive demonstrated experience in the use of collections management systems or information management databases for cultural, archival, or heritage collections.
4. Demonstrated capacity to lead, plan, and monitor projects. Ability to work independently and collaboratively within a multi-disciplinary team, displaying initiative, and respect for colleagues and others. Self-motivated, with a flexible and adaptable attitude in a dynamic work environment.
5. Demonstrated experience in storage configuration and/or collection relocation projects.
6. An understanding of risk management and compliance in relation to collections development and management and exhibition projects, including relevant legislation, guidelines, contracts and policy.
7. Strong interpersonal and communication (written and verbal) skills, including the ability to prepare high quality analysis, documentation, procedures, and reports.
8. Knowledge of current exhibition design practices, high level competency in display installation techniques, understanding of new technologies in relation to management and display of cultural material and digitisation standards and workflows.
9. Understanding of Human-Centred Design and User Experience Design is desirable.

**Other job-related information:**

Occasional work out of ordinary hours work will be required. Will be required to work at multiple sites.

**Special Requirements:**

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check.