

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Registration Officer
<b>Position number:</b>	424233
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Band 3
<b>Division/branch/section:</b>	Tasmanian museum and Art Gallery/Registration
<b>Location:</b>	Rosny
<b>Employment status:</b>	Permanent 0.6 FTE
<b>Supervisor:</b>	Registrar

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### **Tasmanian Museum and Art Gallery**

The Tasmanian Museum and Art Gallery (TMAG) is Tasmania's leading natural, cultural and heritage organisation. It is a combined museum, art gallery and herbarium with almost one million items of the State collection in its care. TMAG is a Statutory Authority within the State Government and draws resources and staffing from the Department of State Growth. TMAG provides a vibrant, professional and stimulating environment for tourists, locals, employees, and volunteers.

TMAG enriches, inspires and educates local and global communities by connecting them with Tasmania's unique journey and place in the world.

TMAG has a strategic plan for 2021-24 to guide its development and support its people to successfully achieve the TMAG vision. The strategic plan outlines four areas of focus: an island in a changing world; First Peoples of lutruwita (Tasmania); migration, heritage and resilience and southern extremes and perspectives.

Visit us at [www.tmag.tas.gov.au](http://www.tmag.tas.gov.au)

### **Position Objective**

To assist the Registrar with the documentation of the State collection; assist with the preparation of collection material for transport and storage; assist with loans, collection audits and valuations; and as requested to supervise the movement of collection material.

### **Major Duties**

- Undertake documentation tasks associated with the registration of the State collection.
- Negotiate and liaise with lenders and other external stakeholders in the preparation of inward and outward loans including associated documentation, insurance, loan

agreements and relevant permits, maintaining accurate information in the museum's collection management system.

- Assist with coordinating the arrangements for the packing and transport of objects and collections into and out of the museum.
- Contribute to the preparation and maintenance of collection documentation and other relevant records to ensure that standards, terminology and accuracy of data are developed and maintained.
- Conduct other collection management tasks including assistance in the coordination of activities relating to collection audits, valuations and reporting requirements.
- Contribute to the maintenance and enhancement of the collections management system.
- Provide general administrative support to the Registration section as required.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

The Registration Officer will operate under the supervision and general direction of the Registrar.

The Registration Officer is responsible for the completion of activities on a daily basis, ensuring best practice museum standards are maintained.

It is critical that the incumbent develop good working relationships with all staff in the museum in relation to the key responsibilities of this role.

The Registration Officer is responsible to the Registrar for achieving agreed targets across a variety of functions in relation to the objective and major duties of the role.

The position operates under general supervision and as such, the occupant will be expected to make decisions within a wide variety of situations within a framework of relevant legislation, departmental policies and established guidelines. The occupant is expected to consult with the supervisor on matters where activity cannot easily be determined by reference to past practice or established procedures.

The employee is expected to comply with Work Health and Safety and other relevant legislation and departmental policies as relating to this role.

### **Selection Criteria (Knowledge and Skills):**

- Well-developed interpersonal skills, including the ability to interact effectively with a wide range of people, and the capacity to respond appropriately to enquiries.
- Demonstrated high-level written and oral communication skills.

- Organisational skills which enable the coordination and management of a variety of tasks at the same time, and the planning and completion of work activities within pre-determined timeframes.
- Demonstrated ability to take initiative and work as an effective team member to achieve results.
- Well-developed computer literacy skills with understanding of and the ability to use computer software to enhance work performance and operate with a high level of accuracy.

## **Position Requirements**

### ***Pre-employment***

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

- crimes involving dishonesty

### ***Essential***

Evidence of the following must be provided prior to appointment to this role:

- *Nil*

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

### ***Desirable***

- Current driver's license with the ability to operate manual vehicles.

## **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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