

Role Description

Collection Data Officer



Role Description Fields	Details
Department/Agency	Australian Museum
Division/Branch/Unit	ADepartment of Creative Industries, Tourism, Hospitality and Sport
Role number	TBC
Classification/Grade/Band	Clerk Grade 1/2
Senior executive work level standards	Not Applicable
OSCA Code	314231
PCAT Code	1119192
Date of Approval	30 October 2026
Agency Website	https://australian.museum/

Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present. The Australian Museum (AM) operating within the NSW Department of Creative Industries, Tourism, Hospitality and Sport cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: To ignite wonder, inspire debate and drive change.

The AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.

For more information, visit the website.

The Australian Museum is committed to building a workforce that reflects the rich diversity of the communities we serve.

We actively encourage applications from First Nations, Aboriginal and Torres Strait Islander peoples; Pasifika peoples; people with disability, including physical, sensory, cognitive, intellectual, neurological, psychosocial, and chronic health conditions, whether visible or hidden; people from culturally and linguistically diverse backgrounds; people of all ages; members of the LGBTQIA+ community; and people from all socioeconomic backgrounds.

Primary purpose of the role

The Collection Data Officer supports the Collection Enhancement Project (CEP) - a museum-wide digitisation project implemented across natural science, cultural, and archival collections. This role is responsible for analysing and optimising the quality of data across collection systems in line with AM collection and digital asset data quality standards to achieve project outcomes and support the achievement of Australian Museum objectives.

Key accountabilities

- Assist with aligning new and existing collections metadata across the Collection Management System, EMu, and Digital Asset Management System (DAMS), Fotoware to support CEP digitisation workflows and consistent, reliable collection records and digital assets.
- Assist with data preparation and remediation for CEP activities including digital registration, barcoding, digitisation and documentation enhancement, helping ensure project data meets agreed standards and is suitable for reporting and downstream use.
- Assist with user acceptance testing during database software installations and upgrades to maintain data integrity.
- Provide support to users in preparing data according to established data standards, contributing to the quality, accessibility and long-term usability of collection information generated through CEP.

Key challenges

- Balance workload between business-as-usual and project related activities.
- Harmonise data across diverse collections and systems.
- Ensure effective access to data and information assets whilst maintaining the requirements of security, privacy and confidentiality.

Key relationships

Internal

Who	Why
Collection Systems Manager	<ul style="list-style-type: none">• Escalate issues, keep informed and advise
Collection Systems Coordinator	<ul style="list-style-type: none">• Receive supervision and first point of escalation
ICT team	<ul style="list-style-type: none">• Refer technical issues and discuss solutions to problems

Role dimensions

Decision making

Responsible for the quality and integrity of information. Refer matters that require a wider range of knowledge of expertise to team leader or work team. Exercises good judgement at all times.

Reporting line

Collection Systems Manager

Direct reports

None

Budget/Expenditure

None

Key knowledge and experience

- Experience and expertise in data cleansing, preferably in a museum or other collections context.
- Data management experience including implementation of data standards, databasing and data imports.
- Experience with large datasets in a museum context, such as natural history, archival, or cultural collections.

- Prior experience with EMu and/or Fotoware will be an advantage.

Essential requirements

- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the NSW Public Sector Focus Capabilities outlined in this Role Description

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be open to new ideas and approaches and adapt to new situations • Offer your opinion, ask questions and make suggestions • Do not give up easily when challenges arise • Be respectful and considerate in challenging situations • Ask for help when you don't know something 	Foundational
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Recognise the importance of customer service and understanding customer needs • Help customers understand the services that are available • Take responsibility for delivering services that meet different customer needs • Keep customers informed of progress and seek feedback to ensure their needs are met • Be respectful, courteous, empathetic and fair when interacting with customers • Recognise that customer service involves both external and internal customers 	Foundational

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	<ul style="list-style-type: none"> • Seek clarification when unsure of work tasks • Complete your work tasks under supervision and within set budgets, timeframes and standards • Take the initiative to progress your own work • Identify resources you need to effectively complete assigned work 	Foundational
 Business Enablers	Technology Understand and use available technology to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Use records, information and knowledge management systems effectively • Support system improvement initiatives and new technology when it is deployed • Identify where technology or automation supports tasks, and raise issues when applications may be inappropriate or inaccurate 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes, however, may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
 Personal Attributes	Manage Self	Be persistent, self-reflect and commit to learning	Foundational

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, pay attention to others and respond with understanding and respect	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Foundational
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Foundational
 Finance	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational

Capability group/sets	Capability name	Description	Level
Business Enablers			
	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational
Business Enablers			
	Project Management	Understand and use effective ways to plan, coordinate and control projects	Foundational
Business Enablers			