Role Description
Collection Digitisation Officer

Role Description Fields	Details
Department/Agency	Australian Museum
Division/Branch/Unit	Department of Creative Industries, Tourism, Hospitality and Sport
Role number	TBC
Classification/Grade/Band	Clerk Grade 3/4
Senior executive work level standards	Not Applicable
OSCA Code	399311
PCAT Code	1339151
Date of Approval	24 November 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 Digitisation Officer, Archives and Library is part of the Collection Enhancement Project. This role creates and enhances high-quality digital registration, catalogue and multimedia records of the Australian Museum Archives and Research Library collection items using a range of collection registration systems.

Key accountabilities

- Update library and archives metadata and catalogue entries and prepare new item level descriptions for digitised collection content.

- Work with existing digital collections (A/V assets, digitised photography collections, manuscripts and imaged books) to ensure that metadata is accurate and assets are accessible in appropriate AM collection databases.
- Accession internal transfers of material into AM Archives collections and work on backlog cataloguing and description projects across Archive and Rare Book collections
- Prepare material for digitisation and assist with digitisation workflows to create images of AM Archives and Library items, including safe handling requirements, scanning archival and library material, working with AM photographers and coordinating collection movements and conservation assessments.
- Undertake digital preservation tasks related to the storage and management of digitised and born digital collections.
- Ensure that the project's technical digitising requirements and standards are implemented
- Use workflow tools to facilitate quality assurance and ingestion of files into the AM Digital Asset Management System (DAMS), the AM's Collection Management System (EMu) and the Library Management system (currently FIRST).
- Work with the Digital team on projects to make digital collections accessible online through online image galleries and new capabilities within the new Library Management System (to be implemented in 2027).
- Contribute to project management by maintaining accurate up to date records and delivering clear and timely reporting.

Key challenges

- Producing digital records from items held in the AM collection which meet quality requirements within project time frames.
- Maintaining care and accuracy during repetitive tasks and workflows.
- Working collaboratively with CEP and A&L team members and with Museum staff from across the museum

Key relationships

Internal

Who	Why
Life Science Digitisation Manager	• Escalates issues, keeps informed, advises and receives instructions. • Administrative approvals (time sheets, leave, purchasing, expenses). • Provides leadership to the position.
Archives Collection Manager	• To seek advice, receive overall direction and information. • To convey information and discuss project issues and services. • Liaise regarding workloads and workflows, scheduling and improvements to procedures and processing methods.
A&L and CEP Team members	• Schedule and share resources, manage deadlines, coordinate workflows, and standardise methodologies. • To share information, promote teamwork, resolve issues, agree on priorities. • Participate in meetings, share information, and provide input on issues. Collaborate with, as required.

Role dimensions

Decision making

This role has limited autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a

higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables, and outcomes.

Reporting line

Life Sciences Digitisation Manager with day-to-day supervision by Collection Manager, Archives.

Direct reports

nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in digital asset and digital image management processes and systems and experience working with technical requirements of digitisation projects.
- Understanding of archive and library collection management principles and experience working with archives and library cataloguing standards and processes
- Understanding of culturally appropriate collection practices and cultural awareness to perform work processes that are culturally aware and appropriate. Capacity to embed Indigenous Cultural and Intellectual Property protocols (ICIP) into work practice.

Essential requirements

- Relevant qualifications and/or professional experience in archives and library collection and digitisation and museum operations.
- Understanding of Australian library and archival principles and government legal requirements for the management of State Records in NSW.

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	• 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	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and collaborative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by working together effectively • Share information with others to solve problems together • Support others in difficult situations • Use collaboration tools, including digital technology, to work effectively with others	Intermediate
 Results	**Deliver Results** Achieve results by using resources efficiently and committing to quality outcomes	• Seek and apply specialist advice when needed • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver your own work and that of the team or business unit • Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
 Business Enablers	**Technology** Understand and use available technology to maximise efficiencies and effectiveness	• 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	Intermediate
 Personal Attributes	**Manage Self**	Be persistent, self-reflect and commit to learning	Foundational
 Personal Attributes	**Value Diversity and Inclusion**	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	**Communicate Effectively**	Communicate clearly, pay attention to others and respond with understanding and respect	Intermediate
 Relationships	**Commit to Customer Service**	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 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

Capability group/sets	Capability name	Description	Level
 Results	**Think and Solve Problems**	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Results	**Demonstrate Accountability**	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate
 Business Enablers	**Finance**	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 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