Role Description

Archaeology Collection Officer, First Nations

Role Description Fields	Details
Department/Agency	Australian Museum
Division/Branch/Unit	First Nations
Role number	50051412
Classification/Grade/Band	Clerk Grade 3/4
Senior executive work level standards	Not Applicable
OSCA Code	391131
PCAT Code	1119192
Date of Approval	17 September 2026
Agency Website	https://australian.museum

Agency overview

The Australian Museum acknowledges that we operate on the lands, waters and skies of many First Nations Peoples. As Australia's first museum, we share the responsibility of advocating for Country and honouring First Nations Peoples and knowledges.

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 AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

Primary purpose of the role

The Archaeology Collection Officer, First Nations is responsible for the engagement, interpretation, research, tracking, logistics, storage and housing, and handling aspects of the Australian Museum's First Nations Archaeology Collections which are located across several AM sites. The role utilises collections management systems to contribute to the accessibility of the First Nations Collections. They will assist in the movement of objects to facilitate the

reproduction of images of collection items for internal or external purposes, and provide information/drafting assistance for attributions, copyright and commercial arrangements. This role also facilitates appropriate access for contractors and if applicable interns/volunteers (as appropriate and approved by the Senior Collection Officer, First Nations Collections) to the First Nations Archaeology Collections on a regular basis (may include early starts), visits from First Nations community members and approved external stakeholders seeking to access the First Nations Archaeology Collections.

Key accountabilities

- Develop and maintain a comprehensive knowledge of the AM's First Nations Archaeology Collections, which involves upholding cultural protocols, including Indigenous Cultural & Intellectual Property (ICIP) considerations.
- Oversee, under the direction of the Senior Collection Officer, First Nations Collections, the protection and maintenance of objects within the First Nations Archaeology Collections across the various AM sites, ensuring their integrity so that objects are conserved for future generations. This role may be required to act as an object recipient and courier on behalf of the AM.
- Assist with facilitating access to the First Nations Archaeology Collections, keep records and give updates on access statistics for reports as required, administer the AM's Archaeological Collection Deposition Policy and minute Deposition Policy meetings.
- Collect and compile information to assist in the preparation of documentation and correspondence in line with collection management procedures and organisational requirements, to support information flow. Update and maintain records and databases used at the AM, complying with collections management systems and processes.
- Contribute to increased awareness of the First Nations Archaeology Collections, ensuring interpretation is accurate and appropriate. This includes through content development and communication, preparing research, participation in projects and programs, and other forms of public engagement to relevant First Nations communities and other stakeholders.
- Compile information to inform decision making, by assisting with First Nations exhibition object selection, collaboration on Collections Care & Conservation (CC&C) initiatives, and other collections matters as required and instructed by the Senior Collection Officer, First Nations Collections.
- As overseen by the Senior Collection Officer, First Nations Collections, undertake community consultation to ensure objects are accurately and appropriately represented within the AM.
- Support the work of the First Nations Collections and First Nations Division by undertaking other relevant duties as directed (consistent with skills, competency and training), through assisting the Senior Collection Officer, First Nations Collections on a range of administrative duties relating to collections matters, including but not limited to raising purchase orders and processing invoices.

Key challenges

- Maintain custodial care whilst supporting the Senior Collection Officer, First Nations Collections in a fast paced and complex environment, and deliver multiple collection activities and targets across sites in line with agreed collection management standards, timeframes, budgets, and the need to maintain accuracy and attention to detail.
- Ensuring ethical and culturally appropriate processes are followed by internal and external stakeholders when accessing the AM's First Nations Archaeology Collections in all transactions and dealings to maintain the AM's professional reputation. Ensure statutory and legislative requirements are adhered to and implement effective risk management procedures.
- This role may require the holder to carry out physical tasks within the parameters of the AM's Workplace Health & Safety (WH&S) requirements, which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, and working at heights. Adhere to all obligations, responsibilities, and legislative requirements under current WH&S legislation and regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly, escalating issues promptly to the Senior Collection Officer, First Nations Collections.

Key relationships

Internal

Who	Why
Senior Collection Officer, First Nations Collections	• Report to Senior Collection Officer to ensure the provision of accurate information, provide assistance in First Nations collections matters, escalate and redirect issues and provide updates as required.
Head of Collections and Engagement, Aboriginal and Torres Strait Islander	• Ensure Head has oversight in the governance of collections work, seek advice, manage tight or conflicting deadlines, answer questions and provide updates as required.
First Nations Director	• Ensure Director has oversight in the governance of collections work, seek advice, manage tight or conflicting deadlines, answer questions and provide updates as required.
First Nations Collections & Engagement and Cultural Collections Enhancement Project Teams	• Participate in meetings, share information, and provide input on issues.
First Nations Division	• Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues.
AM Staff	• Provide assistance as required to internal projects across AM Teams and Divisions (including but not limited to Collections Care & Conservation, Cultural Collections Enhancement Project, and Exhibitions). • Consult with staff to manage tight or conflicting deadlines, participate in meetings and workflow planning as required. • Provide task-related guidance and practical assistance to interns and volunteers at the AM.
Interns, volunteers	• Provide physical access and supervision (as per AM volunteer policy and processes), respond to questions, facilitate information in and out of databases.

External

Who	Why
Community/stakeholders	• Respond to queries, identify needs, provide accurate information, communicate services, and redirect, escalate or resolve issues • Provide assistance using knowledge of policies and procedures and cultural capability.
Contractors	• Provide physical access, respond to questions, facilitate information in and out of databases.

Role dimensions

Decision making

This role has limited autonomy. The Archaeology Collection Officer, First Nations makes decisions under their direct control and refers to the Senior Collection Officer, First Nations Collections for decisions that require significant

change to outcomes or timeframes. The role holder is likely to escalate or require submission to a higher level of management.

This role is accountable for the delivery of work assignments on time to achieve individual and team deadlines, and to expectations in terms of quality, deliverables and outcomes. The role holder needs to prioritise their daily work schedule accordingly regarding internal requests, targets and directives, and seek clarification from the Senior Collection Officer, First Nations Collections as required. The role undertakes assigned research and assists with consultation activities in accordance with established procedures, seeking guidance on sensitive, complex or culturally significant matters.

Reporting line

Senior Collection Officer, First Nations Collections.

Direct reports

Nil

Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

- Experience regarding Aboriginal and Torres Strait Islander arts and cultural practices, including understanding and applying Aboriginal cultural heritage management and cultural protocols.
- Proven ability to develop and care for cultural collections of high quality, including the ability to recognise the quality of objects, their conditions, provenance, and authenticity.
- Demonstrated experience in contemporary collection management practices, including the use of databases such as KE EMu.
- Experience in the professional handling, packing, transport and storage of cultural objects.
- Application of culturally appropriate collection practices, cultural awareness, and terminology in order to perform in processes that are culturally aware and appropriate. Capacity to embed ICIP into work practice.
- Proven record in community consultation, especially with First Nations and/or Pasifika communities.
- Adequate knowledge and experience in order to deliver the key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

Essential requirements

- Appropriate approved tertiary qualifications in a relevant subject area, or relevant equivalent professional practice and research experience.
- Holds a current NSW Driver Licence. The role holder must be prepared to travel between the AM's various sites which holds its collections, and to external stakeholders as needed to support the work of the First Nations Collections team.

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 flexible and adaptable and respond quickly when situations change • Offer your opinion and raise challenging issues • Acknowledge when someone challenges your ideas and respond respectfully • Work through challenges • Remain calm and focused in challenging situations	Intermediate
 Personal Attributes	**Manage Self** Be persistent, self-reflect and commit to learning	• Adapt your existing skills to new situations • Commit to achieving work goals • Be aware of your strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Persist when tasks are difficult	Intermediate
 Relationships	**Communicate Effectively** Communicate clearly, pay attention to others and respond with understanding and respect	• Allow others time and space to communicate • Pay attention and ask questions to check your understanding • Explain things clearly and use inclusive language • Write in a way that is logical and easy to follow • Use various communication channels to obtain and share information • Connect people to resources and services that accommodate their needs	Foundational
 Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in your organisation • Demonstrate a thorough knowledge of the available services and share relevant information with customers • Identify and respond quickly to customer needs • Consider different customer needs and experiences when developing solutions to meet needs • Resolve complex customer issues • Cooperate across work areas to improve outcomes for customers	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
 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	Foundational
 Personal Attributes	**Value Diversity and Inclusion**	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate

Capability group/sets	Capability name	Description	Level
 Relationships	**Work Collaboratively**	Collaborate with others and value their contribution	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	Intermediate
 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	Foundational
 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

Capability group/sets	Capability name	Description	Level
 Business Enablers	**Project Management**	Understand and use effective ways to plan, coordinate and control projects	Foundational