

Role Description

Collections Manager, Archives



Role Description Fields	Details
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement / Archives & Library
Role number	50052527
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
OSCA Code	232334
PCAT Code	1325192
Date of Approval	14 October 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

Manage the museum's Archives Collections in all formats, including Institutional Archives, Museum Archives, Collected Archives, and Material Archives. Manage the archives program to identify, describe and care for the Archives Collection. Ensure that the archives are as accessible, visible and useful as possible to support AM staff, public engagement and wider research communities.

Key accountabilities

- Identify and acquire archival material in all formats: appraise and assess AM administrative and research archives for their continuing legal, business and research value; acquire private collections in line with Archives collecting strategies and policies.

- Manage the description and databasing of the Archives collection, including digital management strategies and collection data structures.
- Manage the storage and preservation of the Archives collection, including physical storage, barcoding and conservation plus digital archiving and preservation strategies, digital storage
- Work with external experts and museum digitisation teams and volunteers on programs to digitise, describe, index and transcribe archival collections.
- Provide appropriate access to the archives with an understanding of access restrictions, permissions and security, including cultural processes and ICIP protocols in consultation with First Nations staff and communities.
- Initiate and plan short term collection projects and coordinate resources to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope.
- Communicate with key stakeholders and contribute to information management and collection management initiatives, strategies and programs by working cooperatively with staff from across the museum, in particular conservation, cultural collections staff, IT, digital collections team, web, and digitisation project teams.
- Facilitate the engagement of new audiences and promote the Archives Collections internally and externally by actively researching, presenting and writing about the AM Archives Collection and AM museum history and working on research collaborations, AM exhibitions, programs and media initiatives.

Key challenges

- Delivering a range of projects and services within tight deadlines, with limited resources and the need to manage competing priorities.
- Working cooperatively and flexibly within the Archive & Library team of archivists, collection officers, and librarians and with staff across the museum to champion archives collections and archival management standards and processes.

Key relationships

Internal

Who	Why
Head of Archives & Library	• Escalate issues and contribute to decision-making regarding projects and issues • Receive guidance and report regularly on projects, services and work planning
Archives & Library team	• Work cooperatively on common projects and support the team when service and capability gaps arise.
Digital Collections team/ IT	• Work together on common challenges in the areas of information management, information access and information security. • Work with Emu team to ensure archival standards and processes are embedded in AM collection management and for the ingestion of AM Archives Collections into the AM Emu system
Records Officer	• Liaise on common projects and authorise all AM records disposal

External

Who	Why
Archives and Information Management professional communities	• Maintain knowledge of current best practice, new products and initiatives, changes in technical environments and adapt the experience of other information professionals and initiatives to the Museum environment

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

Head of Archives & Library

Direct reports

Nil

Supervise Project staff and volunteers as required

Budget/Expenditure

Nil

Key knowledge and experience

- Extensive recent Archives collection management experience (in all formats) and demonstrated experience in providing complex, time-sensitive project management and support services
- Comprehensive understanding of archival principles, processes and procedures combined with a knowledge of the legislation and compliance requirements for archives in the public sector – NSW State Records Act, privacy, information access, ICIP, evidence and copyright.
- Demonstrated ability to communicate the principles, value and meaning of archives to a range of audiences.
- Understanding, skills and substantial recent experience in digital collection management, digital archiving and digital preservation systems and procedures for archival collections.
- Demonstrated understanding of Indigenous Cultural Property Protocols and principles (ICIP) and experience applying them to collection management and access for archival collections.
- Interest in Australian history, the history of science, museum history, Australian photography and/or Pacific and Australian indigenous cultures.
- NSW driver's license and willingness to travel to and work from offsite storage locations.

Essential requirements

- Tertiary qualifications in archives and records and information management and/or substantial relevant equivalent professional practice and research experience.

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
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Tailor communication to suit the needs, backgrounds and perspectives of diverse audiences and address barriers to participation - Clearly explain complex ideas and arguments to individuals and groups - Create opportunities for others to contribute - Share information with other teams and business units to enable informed decision-making - Write clearly and concisely in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences - Pay attention and encourage others to express their views	Adept
 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
	Work Collaboratively Collaborate with others and value their contribution	- Encourage a workplace culture that values collaboration - Communicate with other teams to improve information sharing	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
Relationships		- Share lessons learned with other teams and business units - Identify opportunities to collaborate with stakeholders, including people with lived experience, to develop better processes and solutions - Actively use digital information platforms, collaboration tools and other digital technologies to share information and work with diverse audiences to solve problems and improve services - Consider diverse cultural perspectives to provide insights into collaborative work	
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Use your own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes - Ensure staff understand expected goals and acknowledge staff success in achieving these - Identify the resources people need and ensure goals are achieved within budget and on time - Use business data to evaluate outcomes and inform continuous improvement - Identify priorities that need to change and ensure the way resources are allocated meets new business needs - Ensure you budget for and clearly state the financial impacts of new priorities	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships - Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience - Think creatively to come up with new ideas to resolve issues and improve customer experience - Seek input and ideas from people with different backgrounds and experiences - Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness - Analyse data and information to identify insights and communicate findings in a clear and meaningful way	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
 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
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	• Understand all components of the project management process, including the need for change management to achieve business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult with stakeholders, including people with lived experience to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take steps to address any problems • Evaluate progress and identify improvements to inform future projects	Adept

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	Adept
 Personal Attributes	Manage Self	Be persistent, self-reflect and commit to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 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

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