Government of South Australia
Department of the Premier and Cabinet

ROLE DESCRIPTION
STREAM D (ASO3 – ASO4, OPS3 – OPS4, PO1, TGO2)

ROLE TITLE: **Humanities Collection Manager – Australian Aboriginal Collections Store project** **CLASSIFICATION:** **ASO3** **ROLE NUMBER:**	**AGENCY:** **Department of the Premier and Cabinet** **DIVISION:** **Communities and Corporate** **BUSINESS UNIT:** **South Australian Museum – Research and Collections**
REPORTS TO: Senior Collection Manager – Humanities and World Cultures	**ROLES REPORTING TO THIS ROLE:** N/A **BUDGET:** N/A

ROLE PURPOSE:
The Humanities Collection Manager – Australian Aboriginal Collections store project, is accountable to the Senior Collection Manager – Humanities and World Cultures, South Australian Museum to assist with the Australian Aboriginal Collection store upgrade project.

KEY OUTCOMES OF ROLE:

1. Ensuring the Australian Aboriginal Cultures Collection is managed, developed and reported-on in line with strategic and collections management policies.
2. Working with the Humanities Collection Management staff to achieve the proper care and storage of items in the Humanities Collections.
3. Ensure that collection items are managed at all times in a manner that promotes their long- term wellbeing.
4. Ensuring that the schedule of conservation is maintained by liaising with the Senior Collection Manager, Humanities and World Cultures and other Humanities Collection Managers and Researchers.
5. Ensuring specimens in the Aboriginal collections are documented as far as practicable through maintaining both paper based and digital systems.
6. Managing the activities and performance of contractors, casual staff members and volunteers.
7. Managing the purchasing of consumables and project infrastructure.
8. Undertaking collections-related research where appropriate.

KEY RELATIONSHIPS / INTERACTIONS:

- Work closely with Collection management and research staff within the Humanities and broader.
- Works with the Collections Data Manager and Coordinator
- Works with staff from Artlab Australia
- Liaises with and manages a wide range of contractors, casual staff members and volunteers

SPECIAL CONDITIONS:

- Out of hours work may be required.
- Compliance with South Australian Museum policy and procedures, including South Australian Museum Lone Worker Procedures
- Handling and tracking delicate, often fragile objects
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- C class drivers licence.

KEY SELECTION CRITERIA: *[List the essential qualifications (in accordance with the Commissioner's Determination 5, Attachment 1), knowledge, skills, experience (including community experience), key competencies/behaviours, and personal qualities required to perform the role effectively – Maximum of 8.]*

- Demonstrated experience with Australian Aboriginal and Torres Strait Islander or other Cultural collections in a museum environment (essential)
- Previous experience working with people with diverse cultural backgrounds.
- Demonstrated experience in managing collection items, data and research material in a rational, accurate and helpful manner, including the use of a museum collection management system (ideally EMu) to manage Humanities collections.
- Knowledge of and experience with collection management practices relating to Humanities Collection Management
- Demonstrated ability to work independently and as part of a multi-disciplinary team.
- Demonstrated ability to perform routine and onerous tasks while maintaining a high level of precision and accuracy
- Demonstrated ability to be flexible in carrying out a number of tasks, often with overlapping schedules.
- Sound written and verbal communication skills

CORPORATE RESPONSIBILITIES:

- Keep accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintain a commitment to the *Public Sector Act 2009* and *Work Health and Safety Act 2012* and their legislative requirements.
- Observe the *Code of Ethics for the South Australian Public Sector* and the Public Sector Values.
- Demonstrate a commitment to creating and maintaining a fair, inclusive and diverse working environment that values and utilises the contributions of all. In particular, show support for the inclusion of Aboriginal and Torres Strait Islander people and other underrepresented groups.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Holds Big Picture View at Local and Individual Level

- ☒ Sees the big picture and understands how their work contributes to the strategic direction
- ☒ Understands and supports organisational goals and business objectives
- ☒ Responds in a positive and flexible manner to change and uncertainty
- ☒ Identifies, defines and solves problems that may impact on own work objectives
- ☒ Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- ☒ Understands individual and team capabilities and makes effective use of own capabilities
- ☒ Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- ☐ Understands how work practices are governed by Public Sector legislation, regulations and policies
- ☒ Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- ☒ Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- ☒ Provides support to implement new innovative initiatives and promotes change
- ☐ Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- ☒ Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- ☒ Promotes a strong customer service culture by understanding needs
- ☐ Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- ☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other peoples expectations and concerns
- ☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- ☒ Works collaboratively and shares information with own team and seeks input from others
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- ☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- ☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☒ Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- ☒ Committed to self development
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained