



## Job Description Form

### Preservation Officer

|   |   |
|---|---|
| <b>Position Number:</b><br>14389                                    | <b>Classification Level:</b><br>Level 2               |
| <b>Directorate:</b><br>Collection Services<br>Preservation Services | <b>Agreement:</b><br>Public Sector CSA Agreement 2024 |
| <b>This Position Reports To:</b><br>12278 - Senior Conservator SCL2 |   |
| <b>Positions Reporting to this Position:</b><br>Nil                 |   |

### OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

|                          |   |
|--------------------------|---|
| <b>Community Focused</b> | Provide high quality services based on community need.                                      |
| <b>Responsive</b>        | Make informed, timely decisions and communicate them clearly.                               |
| <b>Respectful</b>        | Value others and respect their differences.   |
| <b>Accountable</b>       | Hold ourselves to account for the work we do.   |
| <b>Innovative</b>        | Strive for excellence by being open to new ideas and embrace opportunities for improvement. |

### OUR CORPORATE RESPONSIBILITIES

|   |
|---|
| Model, promote and demonstrate a genuine commitment to the State Library's organisational values.           |
| Adhere to the Public Sector Code of Ethics and Library Code of Conduct.                                     |
| Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures. |

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### ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

### ABOUT THE ROLE

Under direction, the role supports the preservation, conservation and digitisation of collection materials by undertaking basic treatments and preventative care activities across paper-based, photographic and audiovisual formats. The position uses a range of tools, equipment and software to carry out preservation and digitisation tasks, and assists with the setup, calibration and maintenance of related systems. The position contributes to the efficient operation of team workflows by monitoring and responding to incoming requests and maintaining accurate documentation of activities and progress. Working collaboratively with colleagues, the role assists in the delivery of preservation, conservation and digitisation projects and contributes ideas to support problem-solving and continuous improvement.

### KEY RESPONSIBILITIES OF THIS POSITION

#### Role Specific Responsibilities:

1. Carries out basic preservation and conservation activities under direction across a range of collection formats, including but not limited to paper-based materials, photographs, and audio-visual items.
2. Uses a range of tools, equipment and software for basic preservation, conservation and digitisation activities, including 2D imaging and audio-visual digitisation. Assists with equipment setup, calibration, maintenance and upgrades.
3. Supports day to day team workflows by monitoring and responding to requests, accurately documenting and reporting progress, and referring requests to Conservators and other staff as required.
4. Works collaboratively and productively with team members and colleagues in the delivery of preservation, conservation and digitisation projects and activities, and contributes ideas to address issues and support continuous improvement.
5. Undertakes quality assurance activities to ensure all work adheres to required standards, including checking digitisation outputs for quality, resolution, and

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metadata completeness, and checking conservation work against instructions and established procedures.

6. Actively participates in training and supports the delivery of basic training to colleagues or contractors as required.
7. Applies safe handling practices to collection materials and identifies, reports and monitors Work Health and Safety issues.
8. Performs other duties as required.

## ESSENTIAL WORK-RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

### Essential:

#### 1. Role specific

- Demonstrated ability to use a range of tools, equipment and software relevant to preservation, conservation and digitisation workflows, following direction and technical procedures.
- Demonstrated ability to manage multiple tasks, record work progress and maintain accurate documentation and reporting.
- Must be able to perform the physical requirements of the position as specified in Addendum A - *Job Dictionary Preservation Officer*

#### 2. Shapes and manages strategy:

- Demonstrated experience in understanding and supporting organisational objectives.
- Ability to work under supervision to meet timelines and priorities.

#### 3. Achieves results:

- Ability to respond positively to change, demonstrating flexibility towards shifting priorities and task allocation.
- Takes responsibility for maintaining attention to detail and completing tasks according to instructions and established standards.

#### 4. Builds productive relationships:

- Demonstrated experience working collaboratively as a member of a multidisciplinary team, with a strong commitment to quality service delivery.

#### 5. Communicates and influences effectively:

- Well developed interpersonal and communication (both verbal and written) skills

#### 6. Exemplifies personal integrity and self-awareness:

- Demonstrated commitment to active participation in learning and development designed to broaden skills and capability.

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**Desirable:**

1. Experience in a library or archives environment.

### APPOINTMENT PRE-REQUISITES

**Appointment to this position is conditional on:**

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance
3. Successful 100 Point Identity Check
4. Pre-employment medical clearance required

### SPECIAL CONDITIONS

Nil

### CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

|  |                                   |                           |
|--|-----------------------------------|---------------------------|
| <b>Position Title:</b><br>Director Collection Services | <b>Name:</b><br>Catherine Belcher | <b>Date:</b><br>3/06/2026 |
|--|-----------------------------------|---------------------------|

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| <p style="text-align: center;"><b>REGISTERED</b></p> <p style="text-align: center;"><b>State Library of Western Australia</b></p> <p style="text-align: center;">INITIALS: AB    DATE: 3/06/2026</p> |
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## ADDENDUM A

## JOB DICTIONARY

Position: Preservation Officer

Directorate: Collection Services

Source: Updated from Job Dictionary compiled by KINNECT Occupational Therapist (2019)

## Duties include

- Box making for custom housing of collection items
- Using board cutter (guillotine) to size housing materials
- Using ultrasonic welder to encapsulate objects in plastic
- Repairing tears to paper-based items
- Film winding to transfer film between reels
- Mould treatment of objects
- Digitisation of objects to produce electronic versions

## Minimum physical demands of the role

- Constant hand function (grip and dexterity) and static neck flexion
- Frequent sitting and forward reaching
- Occasional standing, walking and forward bent postures
- Rare overhead reach, dynamic neck rotation, squatting, trunk twisting and foot movement
- Rare floor to waist lifting of up to 1kg, waist to shoulder lifting of up to 6kg and overhead lifting up to 6kg
- Rare carrying up to 6kg
- Rare pushing up to 50kg
- Consistent and repetitive trunk and neck rotation are required

## Environment

- **Plant & equipment:** Valiani box cutting machine, manual board cutter (guillotine), ultrasonic welder, heated spatula, HEPA vacuum, film winder, Zeutschel book scanner, Kodak multi-feeder scanner, Phase One iXH 150MP camera
- **Other tools:** trolley, height adjustable tables on wheels, foot stool, single-step stool, computers, chair, desk, ruler, pencil, box board, weights/bricks, adhesives, brushes, clamp, pegs, bone folder, transparent plastic films, magnets, scalpel, eraser, cotton buds, tweezers, repair paper, blotting paper
- **Temperature:** remains constant due to heating and air-conditioning
- **Lighting:** adequate lighting in the laboratory (combination of natural and artificial light); however minimal lighting in digitisation studio
- **Noise:** generally low
- **PPE:** lab coat, gloves and mask for mould treatments, cleaning collection duties, and film winding (supplied)

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- **Environmental:** exposure to chemicals i.e. ethanol solutions during mould treatment

### Critical Functional Job Demands

#### Box making

##### TASK REQUIREMENTS:

- Involves making boxes to custom fit items for storage;
- Involves measuring the item requiring a box, operating the Valiani machine to cut the custom measured box design, then folding and gluing the box together;
- The frequency of this task varies depending on current projects being completed;
- This task can take up to 30 minutes per box to complete. Best practise is to fold 5 to 13 boxes per day, depending on the project and the person's tolerance.

##### FUNCTIONAL DEMANDS:

- **Lifting and carrying requirements:** Floor to waist lifting of up to 1kg (box boards from floor to Valiani machine), carrying of up to 4kg (box weights/bricks), pushing up to 50kg (trolley of box weights/bricks).
- **Postural requirements:** Standing, walking, sitting, forward bent posture, squatting, static neck postures (i.e. flexion), dynamic neck movements (i.e. flexion and rotation), trunk twisting and hand function. Changing the head on the Valiani machine requires significant force from the upper limbs and hands.
- **Reaching requirements:** Intermittent forward reaching to measure and fold the boxes.

#### Using board cutter (guillotine)

##### TASK REQUIREMENTS:

- Involves use of a guillotine to cut board or other materials to the desired size;
- The frequency of this task varies depending on projects being completed. This task is generally performed on average 2 times per week or daily if a large project is being completed;
- This task can take up to 5 minutes to complete depending on the number of items to be cut.

##### FUNCTIONAL DEMANDS:

- **Lifting and carrying requirements:** Floor to waist lifting of up to 1kg (transferring box boards from floor to cutting table).
- **Postural requirements:** Standing, hand function and foot movements to operate machine.
- **Reaching requirements:** Vertical reaching to guillotine handle (up to 182cm from floor).

#### Encapsulating

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## TASK REQUIREMENTS:

- Involves covering items in a transparent plastic film (Mylar) using the ultrasonic welder;
- The Mylar is measured and cut to size by hand or using the guillotine;
- The frequency of this task varies depending on projects being completed. This task is performed approximately once per month;
- This task can take up to 10 minutes to complete, depending on the size of the item being encapsulated with small items taking less time.

## FUNCTIONAL DEMANDS:

- **Postural requirements:** Standing, walking to cut the Mylar to size, forward bent posture when operating the ultrasonic welder, static neck postures (i.e. flexion), trunk twisting and hand function.
- **Reaching requirements:** Forward reaching of up to 55cm to operate controls on the ultrasonic welder.

## Repairs

## TASK REQUIREMENTS:

- Involves repairing tears in paper-based collection items;
- This task is performed up to 2-3 times per week;
- This task can take up to 5 minutes per tear and a worker may spend up to 4 hours repairing tears if tolerated.

## FUNCTIONAL DEMANDS:

- **Postural requirements:** Sitting, static neck postures (i.e. flexion) and hand function to operate tweezers, brushes and to apply repair paper precisely to the tear.
- **Reaching requirements:** Sustained supported bilateral forward reaching.

## Film winding

## TASK REQUIREMENTS:

- Involves transferring film between reels using a film winding machine as well as inspecting for damage and completing condition reports;
- The film reels are collected from shelves in a cold storage unit, placed on a trolley and transferred to desired location;
- The frequency of this task varies depending on projects being completed.
- This task can take up to 15 minutes per film;
- A condition report can take up to an hour and involves stopping at different points along the film, collecting information and inputting data on a computer.

## FUNCTIONAL DEMANDS:

- **Lifting and carrying requirements:** Overhead lifting and/or shoulder lifting to access film reels from cold storage unit shelves and then carrying these film rolls

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to a trolley or workstation. These film rolls weigh between 1kg and 3kg. Staff are encouraged to lift and carry no more than 4 film rolls at a time.

- **Postural requirements:** Walking from winding machine to computer (2 metres), stepping on and off a stool to access shelves of cold storage unit, sitting, dynamic neck movements while inspecting film, hand function to thread film on to reel, to operate controls, to wind the machine as well as use computer.
- **Reaching requirements:** Overhead reaching and forward reaching to access film reels from shelves in cold storage unit.

## Mould treatment

## TASK REQUIREMENTS:

- Involves inspecting and treating mould on items using a HEPA vacuum with brushes and applying ethanol to mould-affected areas;
- The frequency of this task varies depending on projects being completed;
- This task can take up to 4 hours depending on the workload and the person's tolerance.

## FUNCTIONAL DEMANDS:

- **Lifting and carrying requirements:** Carrying of up to 5kg (collection items).
- **Postural requirements:** Walking to collect PPE and other equipment required (up to 10 metres), sitting, static neck postures (i.e. flexion), dynamic neck movements (i.e. rotation) and trunk twisting when transferring sheets or turning pages, as well as hand function to brush vacuum, apply ethanol solution and manipulate paper sheets.
- **Reaching requirements:** Sustained forward reaching to brush vacuum and apply ethanol solution to the items as well as vertical reaching up to 212cm to turn on light switch for fume cupboard.

## Digitisation

## TASK REQUIREMENTS:

- Involves transferring books and paper into electronic documents using the Zeutschel book scanner, Phase One iXH 150MP camera and Kodak multi-feed scanner;
- These tasks are performed in a room with decreased lighting;
- The frequency of this task varies depending on projects being completed and may be completed on average once a week, or on a daily basis if there is a large project;
- This task can take hours to complete, and a worker may spend their entire day scanning and editing documents if tolerated.

## FUNCTIONAL DEMANDS:

- **Lifting and carrying requirements:** Typically carrying of up to 2kg (weight of items to be digitised) and on occasion may also require overhead lifting and/or shoulder lifting to collection items from cold storage unit shelves.

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- **Postural requirements:** Walking between desk and scanners, prolonged sitting and/or standing, static neck postures (i.e. flexion) when using scanner, dynamic neck movements (i.e. rotation) and hand function when turning pages of books being scanned, operating scanner controls and using mouse for computer editing; and stepping on and off a stool to access shelves of cold storage unit.
- **Reaching requirements:** Forward reaching to turn pages of books and overhead reaching and/or forward reaching to access collection items from shelves in the cold storage unit.

| Rare (0-5%), Occasional (<33% of workday), Frequent (>33% and <66%), Constant (> 66%) |           |   |   |   |   |
|---|-----------|---|---|---|---|
| Physical demands  | Frequency |   |   |   | Comments  |
|   | R         | O | F | C |   |
| Sitting   |           |   | X |   | Sitting required while completing computer tasks, digitisation, mould removal, film winding, and repairs duties.<br>Many workstation desks are height adjustable and standing options available for repairs and film winding  |
| Standing  |           | X |   |   | Standing whilst completing box making, using guillotine and encapsulating duties. Seated options available for most duties.   |
| Walking   |           | X |   |   | Frequent around workroom, back of house storage areas and in library.   |
| Forward bent posture  |           | X |   |   | Forward bent posture required when completing box making and encapsulating duties.  |
| Forward reach   |           |   | X |   | Required for box making, encapsulating, repairs, mould treatment, digitisation tasks and to access shelves of cold storage area. Maximum forward reach is 55cm to access controls for ultrasonic welder. Repetitive forward reaching is required when using the Zeutschel book scanner. |
| Overhead reach  | X         |   |   |   | Required to operate guillotine, to access light switch for mould treatment and to access shelves of cold storage unit.<br>Maximum overhead reach is 212cm to access light switch for fume cupboard.   |

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| Squatting/kneeling                        | X |   |  |   | Squatting required to collect box boards and other items from storage locations.   |
| Static neck postures                      |   |   |  | X | Static neck flexion required during all tasks  |
| Dynamic neck movement                     | X |   |  |   | Dynamic neck rotation required when inspecting film during film winding and when transferring documents during mould treatment.  |
| Trunk twisting/lateral flexion            | X |   |  |   | When completing mould treatment duties.  |
| Hand function                             |   |   |  | X | Required for all duties.   |
| Foot movement                             | X |   |  |   | Foot movement required to operate pedal on guillotine.   |
| Stair climbing                            | X |   |  |   | Single step stool required to reach items on shelves in cold storage unit and accessing materials from lab shelving.   |
| Floor to Waist Lifting up to 1kg          | X |   |  |   | Collecting box boards from floor (1 kg)  |
| Waist to shoulder lifting up to 6kg       | X |   |  |   | Accessing material like photographs, film rolls (up to 3kg) and microfilm trays (full tray up to 6kg) stored on shelves.   |
| Overhead lifting up to 6kg                | X |   |  |   | Accessing material like photographs, film rolls (up to 3kg) and microfilm trays (full tray up to 6kg) stored on shelves  |
| Carrying up to 5kg                        | X |   |  |   | Moving collection items in boxes (5kg), box weights/bricks for box making (4kg), film rolls (up to 3kg), books to be digitised/scanned (2kg).  |
| Pushing up to 50kg                        | X |   |  |   | Pushing trolley with collection items or box weights/bricks (up to 50kg).  |
| Inhalable dust, mould spores and solvents |   | X |  |   | Can be exposed to dust, mould spores and hazardous solvents when cleaning new items/collections which have arrived from dusty/dirty environments. PPE is worn (i.e. mask) when cleaning these items. |

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### Job suitability

Role may not be suitable for persons with the following conditions, without rehabilitation and/or workplace modifications:

- Poor tolerance for sitting or sustained postures
- Poor vision e.g. poor visual field and depth perception
- Poor colour discrimination (colour blindness)
- Poor hand or upper limb function