

Job Description Form



The State Library connects Western Australians with information and ideas.

Our Organisation Values:

- We value Western Australia's unique and diverse stories.
- We believe knowledge has the power to transform lives and information should be freely available to everyone.
- We keep the community at the heart of our decisions about collections, programs and services.
- We collaborate to benefit the community.
- We recognise that Western Australia is a large state with diverse needs.

POSITION DETAILS

Position Title: Conservator	Position Number: 12282	Classification Level: SCL1
Directorate: Collection Services Preservation Services	Award/Agreement: PSA / Public Sector CSA Agreement 2019	Location: Perth Cultural Centre
Reports To: Senior Conservator SCL2		
Direct Reports: Nil		

ROLE OF DIRECTORATE

The Collection Services Directorate is responsible for the Library's physical and digital collections and associated data through collection activities and systems encompassing acquisition, process, storage, preservation, digitisation, distribution and access.

PURPOSE OF THIS POSITION

Undertakes preservation and conservation activities relating to the State Library of Western Australia's heritage collections, provides advice and expertise on preservation services and guides the day to day activities of the service environment.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Undertakes preservation and conservation assessments, analysis, treatments and processing of collections, in a range of physical and digital formats.
2. Provides advice and expertise relating to traditional and digital preservation, conservation and digitisation activities.
3. Contributes to research and development for the advancement of conservation and preservation.
4. Documents all treatments and activities and maintains records relevant to team reporting requirements.
5. Assists the Senior Conservator with the development and implementation of frameworks for quality assurance and reporting.
6. Contributes to the development of team work plans, procedures, standards and policies that support consistent team practices and adhere to safe handling and security of heritage material.
7. Supervises the day to day activities associated with a 'front door' service environment, including workload allocation, escalating requests, treatments or issues to the Senior Conservator as required.
8. Contributes to the development and delivery of training and education programs for staff and clients.
9. Uses and guides others in the use of a range of equipment, software and technology for preservation, conservation and digitisation of collections in a range of physical and digital formats, and identifies needs for new or upgraded technology as they arise.
10. Participates in professional development activities to maintain up to date knowledge on strategic and technical developments in preservation, conservation and digitisation practices.
11. Performs other duties as required.

Corporate Responsibilities:

1. Demonstrates the Library's values.
2. Adheres to the Public Sector Code of Ethics and the Department's Code of Conduct.
3. Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

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 the position:

Essential:

1. A degree in materials conservation or approved equivalent tertiary qualification.
2. Demonstrated ability to independently undertake assessment, analysis and completion of preservation and conservation activities (traditional and digital).
3. Demonstrated ability to coach and instruct others in preservation, conservation and digitisation activities, and conduct presentations and training programs.
4. Demonstrated ability to communicate clearly, both orally and in writing, listen and consider differing ideas and adapt communication style and medium to audience.
5. Works collaboratively as a member of a team, sharing information and learning, supporting others, and respecting difference and diversity.
6. Monitors performance and progress and ensures outcomes are met.
7. Responds positively to change in priorities.
8. Willingness to actively participate in learning and development activities designed to broaden skills and capability in both physical and digital environments.

Desirable:

1. Eligibility for membership of The Australian Institute for the Conservation of Cultural Material (AICCM).
2. Experience in a library or archives environment.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance (no older than 6 months).
5. Evidence of essential qualification/s.

SPECIAL CONDITIONS

Nil

CERTIFICATION

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

..... Date
(DD/MM/YYYY)

Manager Signature

..... Date
(DD/MM/YYYY)

Employee Signature

Effective Date:

25/02/2020

(JDF registered date)