



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

VALUES

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Collections Data Officer

Position Number

15035

Classification Level

L3

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Collections and Research

Branch/Team

Collections Management

Physical Location

Welshpool

REPORTING RELATIONSHIPS

Position reports to

Co-ordinator of Collection Management

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

This position assists the Coordinator of Collections Management to increase the scope and quality of digital records relating to the Museum's collections, and to make that data accessible to the public, internal users and other stakeholders.

STATEMENT OF DUTIES

Project management

1. Assist the Coordinator of Collections Management to define priorities, strategies, and timetables for collection digitisation activities.
2. Assist the Coordinator of Collections Management to support curatorial staff to improve data and media management processes and enhance the functionality of data management systems.



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Collections Development and Management.

1. Carry out analytical (data cleansing) procedures aimed at detecting and correcting inaccuracies and inconsistencies in existing and newly created digital records.
2. Create digital records based on existing analogue records.
3. Create new, and enhance existing, digital collection assets through registration processes, including but not limited to describing specimens, imaging, and object labelling.
4. Implement and perform technical migrations and aggregation of data from and to existing and future digital platforms using ETL processes.
5. Assist the curatorial departments performing routine reporting, stocktake, audit, and inventory control procedures.
6. Other duties as required with respect to the skills, knowledge, and abilities of the employee.

Public Programs

1. Assist the Coordinator of Collections Management to prepare digital collection assets for use with museum digital platforms, including Collections Online and other public programming activities.
2. Assist the Coordinator of Collections Management to prepare digitised collection data for use on aggregated third-party digital platforms.
3. Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

1. Comply with the DLGSC Code of Conduct;
2. Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
3. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Experience in database development and maintenance as relevant to a collecting institution, including knowledge of international metadata standards
2. Knowledge and understanding of collections management workflow, including object registration, security, and inventory control procedures as relevant to a collecting institution.



3. Demonstrated capacity to carry out ETL (Extract Transform and Load) processes including scripting, pipelines and SQL (Structured Query Language).
4. Demonstrated understanding of organisational policies and technical issues associated with migrating data in a networked environment.
5. Demonstrated capacity to train and/or support other users in a service delivery environment.

Desirable

1. Post secondary qualifications in a data management or other relevant field.
2. Demonstrated awareness of the potential uses for digital collection data by museums and other organisations, including aggregated online platforms.

RELATIONSHIPS/INTERACTIONS

1. Coordinator of Collections Management
2. Curatorial staff.
3. Digital Services.

KEY CHALLENGES

1. Ability to work in a team environment under strict deadlines with competing priorities.
2. Maintaining safe work environment through compliance with mandatory OH&S procedures and understanding of potential hazards associated with handling and storing collection items.
3. Productive collaboration with staff from individual curatorial procedures and compliance with security and object handling protocols as developed by individual collection areas.

SPECIAL CONDITIONS

1. Nil.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.



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2. Current (within 6 months) National Police Clearance Certificate.

TRAINING

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.

REGISTERED

**Western Australian
Museum**

INITIALS: BFC DATE: 17.05.2021