

Role Description

Project Digitisation Lead, First Nations Community Access to Archives



Department/Agency	Department of Creative Industries, Tourism, Hospitality and Sport/Museums of History NSW
Division/Branch/Unit	Records Archives & Collections/First Nations Community Access to Archives Team
Role number	50074051
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not Applicable
OSCA Code	591116
PCAT Code	1119192
Date of Approval	TBC
Agency Website	http://www.mhnsw.au

Agency overview

Museums of History NSW brings together a portfolio of iconic museums, rich collections and heritage sites, the nation's oldest archive collection, vital recordkeeping services and expert staff.

We bring history to life by sharing the stories of our places and collections. Through the State Archives Collection, we manage NSW's official documentary heritage, supporting government transparency and the public's right to access information.

These two roles do not just sit side by side – they inform and enrich each other. By preserving and making accessible our places, collections and archives, we create opportunities for people to explore the past and better understand their own place in the world. By supporting lifelong learning and inviting people to come together, we promote civic literacy, empathy, wellbeing and belonging.

We believe that history belongs to everyone. This is the promise and the purpose of MHNSW.

Museums of History NSW is a state cultural institution, established under the Museums of History NSW Act 2022. It is an agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport (DCITHS).

Project overview

MHNSW, in partnership with the Aboriginal Languages Trust (ALT), have developed the Supporting First Nations Community Access to Archives project, to enhance First Nations access to important archival documents that could unlock information about their histories and Languages. Under this initiative MHNSW and the ALT aim to provide a Culturally-safe avenue for Aboriginal peoples to access materials from the State Archives Collection and to engage with Communities about repatriation of their information.

The initial 'Search and Discovery' phase of the project (2023/24) involves searching the State Archives Collection for materials relating to First Nations people and their Languages. Future phases will involve preserving and providing access to materials, engaging with Aboriginal Communities and ensuring the long-term sustainability of the materials as well as developing a workforce strategy for professionally trained First Nations archivists in NSW.

The initiative will be led by a First Nations team which will be built over the course of the project, who will be provided with on the job training provided in working with state records and digitisation, and access to various support systems including Cultural mentors.

As this collection is from the early period of colonisation in Australia, materials may contain wording and images that are culturally insensitive and distressing to First Nations people. The collection is likely to contain information about historical events including Frontier Wars, Stolen Generations, land dispossession and laws and policies affecting First Nations Communities.

All role involved with this project will contribute to the reclamation and revitalisation of First Nations Languages in NSW by engaging with First Nations communities to facilitate and support access to materials pertaining to their Languages, Cultures and heritages.

Primary purpose of the role

Assist with and undertake complex digitisation activities to support the First Nations Community Access project team create high-quality digital files from a wide range of formats in order to complete delivery activities in accordance project requirements while supporting the optimisation of the project. Engage with the project team to ensure consultation occurs in the prioritisation of activities.

Key accountabilities

- Use a range of specialised professional image capture devices, including photographic equipment, and associated software applications to produce high-quality digital images of collection items, ensuring that technical specifications, service standards are met, apply metadata and ensure their ingest into the state archives management system.
- Identify and investigate digitisation activities which are complex and multi-layered and work with the Project Team to resolve.
- Develop and maintain knowledge, techniques and skills to deliver a quality service with rapidly changing technical developments in digitisation technology, including with the use of Microsoft Office, Records Management and/or Logistics Management applications to optimise workflows, data capture, and reporting.
- Deliver output in accordance with First Nations Community Access project and service standards and in an efficient and accurate manner.
- Comply with all policies, procedures and guidelines to provide efficient digitisation services and control of digitised records relating to the First Nations Community Access project.'
- Contribute to planning and improvement of digitisation work processes and quality of service outcomes for the First Nations Community Access project by documenting digitisation work procedures.
- Build excellent stakeholder relationships and work collaboratively with the First Nations Community Access, Collections Care and Digitisation Team to ensure the delivery of project outcomes.
- Support and lead other team members with technical advice, including troubleshooting and resolving issues with digitisation technologies and workflows.

Key challenges

- Ensuring operational workflow is delivered in line with First Nations Community Access project requirements, maintaining and optimising the use of digitisation equipment to ensure the efficient delivery of services.

- Maintaining personal safety while dealing with the full suite of culturally sensitive historic materials regarding colonisation and its direct impact on First Nations people.
- Planning capacity, capability, and ongoing service management activities to meet changing, competing, sensitive and complex First Nations Community Access project requirements.

Key relationships

Internal

Who	Why
Senior Archives Advisor, First Nations Community Access to Archives	• Receive guidance on projects/priorities and consult/liaise on emerging issues or matters. • Escalate issues and provide regular updates on projects.
Senior Advisor, Collections Digitisation	• Receive advice on technical standards for appropriate preservation and discoverability. • Escalate issues and provide regular updates on projects.
Project Team	• Coordinate requirements for project and service activities and workplans. • Support team members. • Contribute to discussions and decisions regarding key projects and deliverables.
Supervising Conservator	• Collaborate, consult and discuss regarding project and deliverables.
GRR Digitisation Team	• Work collaboratively to share the use of digitisation equipment and resources. • Develop and maintain effective working relationships.
Senior Advisor, Digitisation – Access Services	• Receive advice on technical standards for appropriate preservation and discoverability.
Stakeholders	• Provide digitisation advice and guidance inline with First Nations Community Access project.

External

Who	Why
First Nations Communities and Organisations	• Understand the unique engagement needs and protocols of each group. • Manage expectations and resolve issues.

Role dimensions

Decision making

This role:

- Has autonomy and makes decisions under their direct control and refers to the line manager decisions that require significant change to outcomes or timeframes.
- Is likely to escalate or require submission to a higher level of management.
- Is accountable for allocating work in order to deliver on work assignments on time and to expectations in terms of quality, service standards, and budget.

Reporting line

The role reports to Senior Archives Advisor, First Nations Community Access to Archives.

The role indirectly reports to Senior Advisor, Collections Digitisation.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Significant experience utilising and supporting specialised digitisation and/or photographic equipment, including related software in a large bureau type environment.
- Experience handling and digitising sensitive archival or heritage collection material.
- Intermediate-advanced level of knowledge and experience with Microsoft Office, as well as intermediate experience with Records Management, Content Management, and/or Digital Assessment Management systems.
- High level knowledge of colour management, digitisation workflows, file management and significant experience using camera capture, image processing and other related methods including advanced knowledge of Adobe Creative Suite and Photoshop.

Highly desirable

- This role is targeted to people of Aboriginal and/or Torres Strait Islander descent, who identify as being an Aboriginal and/or Torres Strait Islander and accepted in Community.

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	Manage Self Be persistent, self-reflect and commit to learning	- Adapt your existing skills to new situations - Commit to achieving work goals - Be aware of your strengths and areas for growth, and develop and apply new skills - Seek feedback from colleagues and stakeholders - Persist when tasks are difficult	Intermediate
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Focus on key points and use clear, concise and inclusive language - Clearly explain and present ideas and arguments - Pay attention and ask appropriate and respectful questions to understand others' point of view - Promote the use of inclusive language and help others to adjust their language where necessary - Seek feedback about your communication style and adapt where necessary - Write in a way that is well structured and easy to follow - Clearly communicate routine technical information	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	- Build a supportive and collaborative team environment - Share information and learning across teams - Acknowledge outcomes that were achieved by working together effectively - Share information with others to solve problems together - Support others in difficult situations - Use collaboration tools, including digital technology, to work effectively with others	Intermediate
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Seek and apply specialist advice when needed - Complete work tasks within set budgets, timeframes and standards - Take the initiative to progress and deliver your own work and that of the team or business unit - Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals - Identify any barriers to achieving results and resolve these where possible - Proactively change or adjust plans when needed	Intermediate
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Understand a problem or explore an opportunity by finding data that is relevant, trustworthy and high quality - Research and analyse information to make recommendations based on relevant evidence - Identify and find appropriate solutions for issues that may stop people from completing their tasks	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
		- Be willing to seek others' input and share your ideas to achieve best outcomes - Come up with ideas and identify ways to improve systems and processes to meet organisational and customer needs	
 Business Enablers	Technology Understand and use available technology to maximise efficiencies and effectiveness	- Identify opportunities to collaborate using a range of technologies - Monitor compliance with policies for cyber security and acceptable technology use - Identify and evaluate how technology supports business strategies and objectives, raising concerns where outputs may be inappropriate - Monitor compliance with your organisation's records, information and knowledge management requirements - Check that outputs from systems and digital tools support objectives and meet expected standards	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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate

Capability group/sets	Capability name	Description	Level
Personal Attributes			
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	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	Intermediate
 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
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational
 Business Enablers	Project Management	Understand and use effective ways to plan, coordinate and control projects	Intermediate