

Position Description

Assistant Conservator

DATE REVIEWED:

POSITION DETAILS

Position Title	Assistant Conservator		
Position Number	0090		
Employment Type	Ongoing		
APS Classification	APS4		
Division	Fleet and Collection	Section	Conservation
Salary	\$79,125 - \$86,246 per annum plus 15.4% superannuation		
Reports To	Manager Conservation		
Direct Reports	Nil		
Location	Pyrmont, NSW		

ABOUT US

As one of Sydney's most visited and dynamic cultural institutions, the Australian National Maritime Museum, the Sea.Museum, stands as a world-leading voice in telling Australia's maritime story.

We engage audiences locally and globally through compelling experiences on site, online, and through research, exhibitions and national programs that educate, challenge and inspire.

At the heart of the Museum is a deep connection to the oceans, waterways and stories that have shaped Australia as an island nation. From deep time to the present and into the future, we bring to life the people, cultures and journeys that define our maritime identity.

With more than 2.5 million visitors annually, the Sea.Museum is powered by a passionate and diverse workforce, supported by a strong volunteer, membership and education community, and a dedicated charitable foundation, together driving our impact, reach and long-term sustainability.

OUR CULTURE

At the Sea.Museum, we are building a modern, inclusive and high performing workplace aligned to the values of the Australian Public Service. We value diversity of thought and experience and foster a respectful, psychologically safe environment where people feel supported to contribute, grow and do their best work.

We prioritise wellbeing, safety and flexibility, and expect our people to work collaboratively, act with integrity and contribute to a positive and inclusive culture that reflects the purpose and values of the Museum.

Employees are expected to contribute to a psychologically safe workplace by demonstrating resilience, maintaining respectful and professional relationships, and actively supporting the wellbeing of themselves and others

WHAT WE CAN OFFER YOU

At the Sea.Museum, you'll combine meaningful work with a unique harbour side workplace and a strong commitment to diversity, inclusion and wellbeing.

Our employees enjoy:

- Competitive salary and 15.4% superannuation.
- Flexible work and generous leave entitlements.
- Learning and development opportunities.
- Wellbeing, recognition and EAP support.
- Salary packaging options.

Unique staff experiences, including our Staff Regatta.

OUR TEAM

The Conservation team is part of the Fleet and Collection division. The Conservation team is responsible for the preservation of the National Maritime Collection and objects on loan to the museum. The team delivers a comprehensive program of collection care activities (environmental monitoring, IPM, Collection safety, etc.), preservation, conservation, and remedial conservation treatments with respect for their integrity, authenticity, historical, social, aesthetic and technological qualities. Working on exhibitions, loans and other public engagement projects the team provides technical expertise into the long-term preservation and access needs of the collection ensuring these are met and balanced with provision of access. Conservation practices and methods are guided by various policy and procedures and conservation/cultural heritage professional bodies.

THE ROLE

Working as part of a multidisciplinary museum team, the Assistant Conservator contributes to the preservation, care and accessibility of the National Maritime Collection through the delivery of preventive conservation, collection maintenance and practical conservation activities. Under the general direction of the Manager, Conservation and the supervision of Conservators, the role applies established conservation practices, procedures and professional standards to support collection care, conservation projects, exhibitions and loans. Working in accordance with Museum policies, conservation ethics and industry best practice, the Assistant Conservator assists in maintaining the long-term preservation and integrity of collection material while contributing to the effective operation of the Conservation team.

KEY ACCOUNTABILITIES

Under general direction, this position is responsible for delivering the following functions:

- Undertake preventive conservation and collection care activities, including environmental monitoring and control, integrated pest management, lighting and pollutant monitoring, collection safety checks, condition assessments and gallery maintenance, supporting the preservation and accessibility of the National Maritime Collection.
- Apply established conservation techniques, procedures and professional standards to undertake preservation, conservation and remedial treatment activities, ensuring collection material is cared for in accordance with Museum priorities, conservation ethics and industry best practice.
- Gather, analyse and maintain object and treatment information to support conservation research, stakeholder consultation and technical assessments, including identifying and managing hazards associated with conservation and collection care activities.
- Prepare and maintain accurate written and photographic documentation relating to conservation assessments, treatment activities and collection care programs, ensuring records meet Museum, professional and regulatory standards.
- Participate in conservation projects and treatment planning activities, identifying risks to collection material, contributing to risk assessments and implementing appropriate risk mitigation measures to support collection preservation outcomes.
- Contribute to the effective operation of the Conservation team by maintaining conservation materials, equipment, laboratories and storage areas, and supporting the development, maintenance and implementation of conservation procedures, documentation and collection care practices.
- Maintain productive working relationships and effective communication with internal and external stakeholders, and contribute to digital engagement activities that promote conservation practice and enhance understanding of the National Maritime Collection.

KEY CHALLENGES	
- Managing a diverse workload and adapting to changing priorities while maintaining high standards of conservation practice and meeting operational deadlines. - Applying sound judgement to identify and respond to risks affecting collection material, contributing to the ongoing balance between preservation, access, display and collection care requirements. - Contributing effectively within multidisciplinary project teams, building productive working relationships and supporting the delivery of conservation, exhibition and collection management outcomes across competing priorities.	
KEY RELATIONSHIPS	
Who	Why
Manager Conservation	Provides general direction, guidance and support to ensure activities and priorities align with Museum objectives and conservation priorities. Keeps the Manager informed of work progress, emerging issues and risks, and consults on matters requiring advice, escalation or decision-making.
Senior Conservators	Provide technical guidance, instruction and professional support in the delivery of conservation activities. Consult on work priorities, seek advice on complex or technical matters, and keep them informed of progress, emerging issues and risks. Work collaboratively to support the consistent delivery of high-quality conservation outcomes and the preservation of the National Maritime Collection.
Conservator	Provides day-to-day supervision, work allocation, technical guidance and instruction to support the delivery of conservation activities. Consult regularly on work priorities and technical matters, seek advice as required, and provide updates on work progress, issues and emerging risks.
Collection Staff	Collaborate with Collection staff to support the preservation, care and accessibility of the National Maritime Collection. Provide conservation guidance within established practices, contribute to shared projects and programs, and assist in achieving collection management and access outcomes.
Preparators	Collaborate to ensure exhibition spaces, display structures and mounting solutions are constructed in accordance with conservation requirements and museum standards. Provide advice on conservation-grade materials and construction methods to support the preservation, display and protection of collection items.
Wider Museum Staff	Collaborate with Museum staff to support collection preservation and care outcomes. Provide conservation guidance within established practices and contribute to initiatives that enhance collection access, support shared programming and deliver positive visitor outcomes.
KEY SELECTION CRITERIA	
The successful candidate will demonstrate their capacity against the following:	

1. Demonstrated knowledge of contemporary conservation principles, practices and professional standards, with the ability to apply this knowledge to the care, preservation, documentation and accessibility of cultural heritage collections.
2. Demonstrated experience undertaking materials conservation, preventive conservation and treatment activities, including the application of relevant technical and scientific processes, conservation ethics and professional standards consistent with the Australian Institute for the Conservation of Cultural Materials.
3. Demonstrated ability to plan, prioritise and deliver work within established timeframes, use initiative, adapt to changing priorities and maintain accuracy and attention to detail.
4. Demonstrated analytical and problem-solving skills, including the ability to assess conservation issues, identify collection risks, apply sound judgement and contribute practical solutions within established procedures. Demonstrated ability to use collection management databases and relevant digital applications to maintain accurate conservation records.
5. Well-developed communication and interpersonal skills, including the ability to communicate conservation information clearly, build productive working relationships and contribute effectively within multidisciplinary teams and with internal and external stakeholders.

QUALIFICATIONS AND/OR RELEVANT EXPERIENCE REQUIRED

Mandatory:

- Completed tertiary qualifications in Materials Conservation, Cultural Heritage Conservation or a related discipline, or an equivalent combination of relevant qualifications, training and experience in the conservation and preservation of cultural heritage collections.
- Current membership of the Australian Institute for the Conservation of Cultural Materials (AICCM).

Detailed Tasks and Key Competencies (attached)

The tasks are detailed and the Integrated Leadership System (ILS) guidelines for this position is also provided. A detailed description of the capabilities and the behavioural indicators for each is available for viewing or download at the APSC website www.apsc.gov.au.

Conduct and Behaviours

Employees are required to perform their duties in accordance with the Museum's values, policies, codes of conduct, professional standards, and legislative obligations, acting with integrity, professionalism and respect always.

Work Health and Safety

Takes all reasonable care that their actions or omissions and their actions do not affect the health and safety of themselves or others and comply with all health and safety policies and procedures. Meet the accountabilities as set out in the Work Health and Safety policy as amended from time to time.

Under section 25 of the *Public Service Act 1999*, the Director may at any time determine the duties to be performed by an APS employee and the location at which those duties are performed. The duties and location described in this position description may change over time to meet the operational needs of the museum, subject to the consultation and classification provisions of the ANMM Enterprise Agreement.

Review

No position description can capture the full scope of responsibilities within the position. Therefore, this position description should not be seen as limiting and some flexibility is required. There will be other responsibilities, not described above, that may be given to this position from time-to-time.

All position descriptions evolve and change over time, and the Museum commits to revising and updating position descriptions as required to accurately reflect the contribution of staff.

I acknowledge that I have read and understood this Position Description and the responsibilities, accountabilities and expectations of the role, and agree to perform my duties in accordance with these requirements and the Museum's policies and standards.

EMPLOYEE ACCEPTENCE	
Name:	
Signature:	
Date:	

INTEGRATED LEADERSHIP STRATEGY: Profile APS 4

APS 4 profile

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
Supports shared purpose and direction Understands and supports the organisation's vision, mission and business objectives. Communicates and follows direction provided by supervisor. Recognises how own work contributes to the achievement of organisational goals. Understands the reasons for decisions and recommendations. Thinks strategically Understands the work environment and contributes to the development of plans, strategies and team goals. Identifies issues and problems that may impact on own work objectives. Demonstrates an awareness of the implications of issues for own work. Harnesses information and opportunities Draws on information from multiple sources and uses agreed guidelines to analyse what information is important and how it should be used. Keeps self and others well informed on work progress. Shows judgement, intelligence and commonsense Undertakes analysis and draws accurate conclusions based on evidence. Thinks laterally and identifies and implements improved work practices.	Identifies and uses resources wisely Reviews task performance and communicates outcomes to supervisor. Makes effective use of individual and team capabilities. Is responsive to changes in requirements. Applies and builds professional expertise Contributes own expertise to achieve outcomes for the business unit. Responds positively to change Establishes task plans and simple project plans with measurable milestones to deliver objectives. Responds in a positive and flexible manner to change. Shares information with others and adapts to a changing environment. Takes responsibility for managing work projects to achieve results Sees tasks through to completion. Works within agreed priorities. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction and seeks guidance when required.	Nurtures internal and external relationships Builds and sustains positive relationship with team members and clients. Is responsive to changes in client needs and expectations. Listens to, understands and recognises the needs of others Actively listens to colleagues and clients. Shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member. Values individual differences and diversity Recognises the positive benefits that can be gained from diversity. Recognises the different working styles of individuals, and factors this into the management of tasks. Tries to see things from different perspectives. Treats people with respect and courtesy. Shares learning and supports others Identifies learning opportunities. Makes time for people and supports the contribution of others. Understands and acts on constructive feedback.	Demonstrates public service professionalism and probity Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the work area in internal forums. Engages with risk and shows personal courage Provides accurate advice on issues. Acknowledges mistakes and learns from them, and seeks guidance and advice when required. Commits to action Takes personal responsibility for accurate completion of work and seeks guidance when required. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved. Promotes and adopts a positive and balanced approach to work Focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner. Demonstrates self awareness and a commitment to personal development Seeks feedback from others. Communicates areas of strengths and works with supervisor to identify development needs. Reflects on own behaviour and recognises the impact on others. Seeks self-development opportunities.	Communicates clearly Confidently presents messages in a clear, concise manner. Focuses on key points and uses appropriate language. Structures written and oral communication to ensure clarity. Listens, understands and adapts to audience Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments. Negotiates confidently Listens to, and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.