

Employment Information Package for

Collections Database Administrator

Position Number POS0299

Enquiries:

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Application Closing Date: Friday, 27 March 2020 at 12.00 noon

Address all correspondence to:

Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

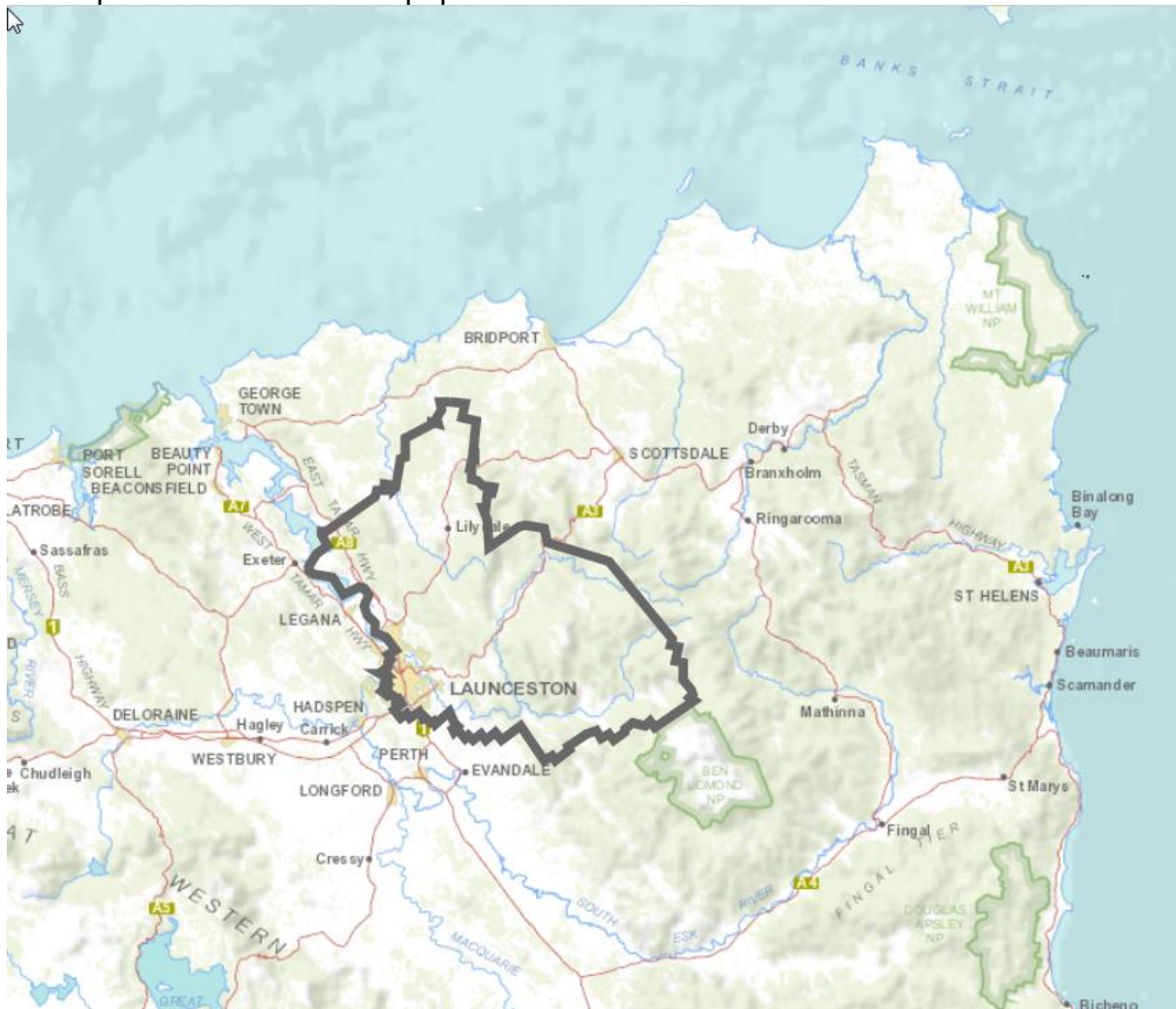
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.

Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 67,000 residents. The City of Launceston is Tasmania's largest municipal council in terms of population and revenue.



Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

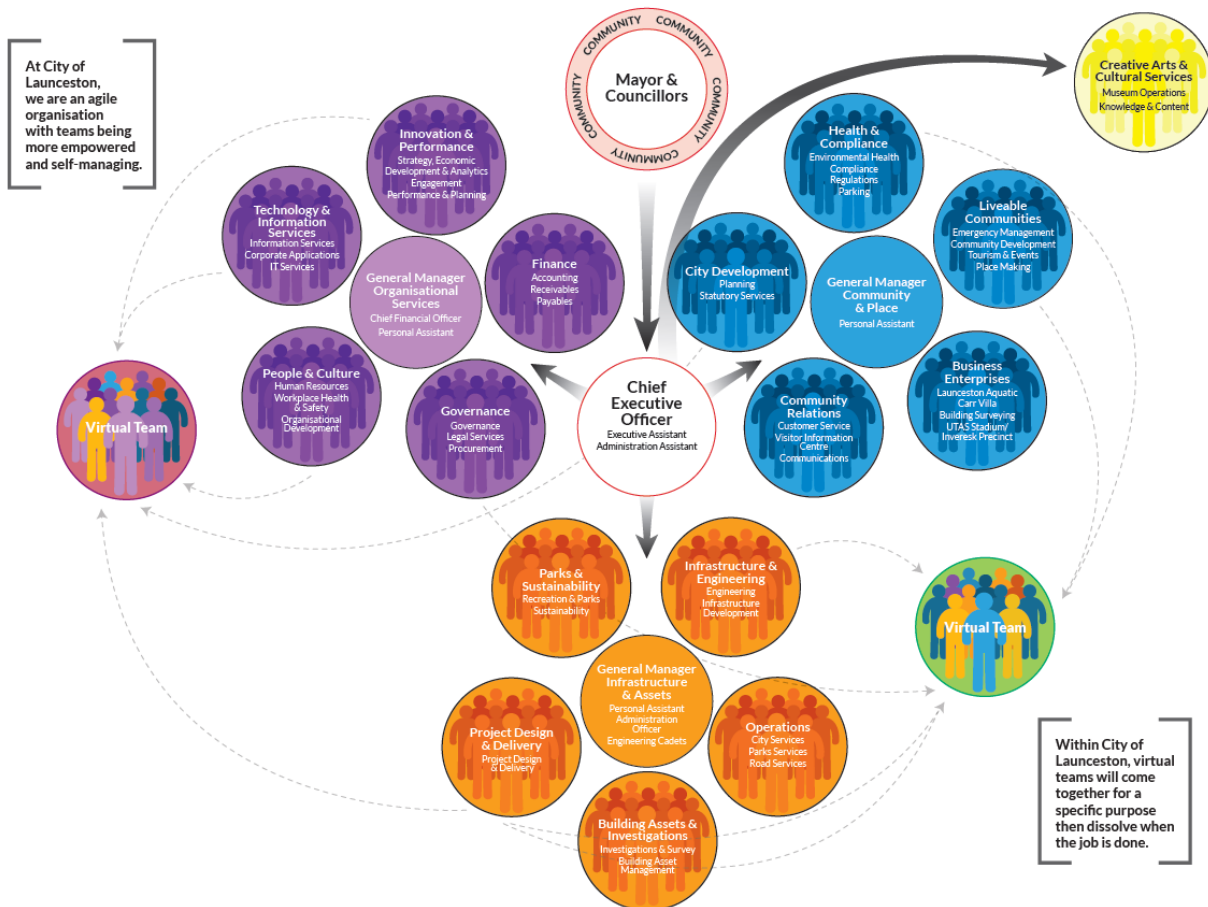
[Click here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston

The City of Launceston is one of 117 Tasmanian workplaces recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.

Network Chart



Information for Applicants

Please read this information carefully, as it will help you with the preparation of your employment application

City of Launceston is an equal opportunity employer and complies with the requirements of the The Australian Human Rights Commission Act (Cth) 1986 and the Anti Discrimination Act 1998 (Tas) during the recruitment and selection process.

When applying for this position, you must provide the following documentation:

1. City of Launceston Application for Employment Form
2. Covering letter
3. Statement addressing the selection criteria (highlighted criterion only)
4. Resume

1. The Application for Employment Form is available [here](#).
2. Your covering letter should introduce you and explain why you are applying for the role.
3. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The [position description](#) is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each selection criterion for the role (highlighted criterion only). Your statement should include examples that demonstrate how you meet each criterion.

4. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

Post Application Process

Shortlisted applicants will be contacted by telephone or email to arrange an interview. Unsuccessful candidates will be advised by email or post.

Pre-employment checks

The successful applicant will be required to undertake a pre-employment medical examination and consent to a national police check, at Council's expense, prior to a formal employment offer being made. Further information will be provided to the successful candidate.

General Conditions of Employment

Position Title:	Collections and Database Administrator
Employment Terms:	permanent, full time
Working Pattern:	19 day month
Total Remuneration:	\$79,119 to \$84,551* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base Salary \$68,650 to \$73,363
Superannuation:	Employer contribution of 15.25%
Annual Leave:	4 weeks annual leave, with leave loading
Long Service Leave:	Long service leave applies after 10 years continuous service

The City of Launceston Enterprise Agreement 2016 is available [here](#)

Position Description

POSITION TITLE:	Collections Database Administrator
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	
TEAM:	Knowledge and Content
NETWORK:	Creative Arts & Cultural Services
REPORTS TO:	Manager Knowledge and Content
PREPARED BY:	Christine Hansen
DATE:	February 2020

APPROVED BY:	
NAME:	Tracy Puklowski
POSITION:	General Manager Creative Arts & Cultural Services
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The primary purpose of the position is to provide key support skills in administering and maintaining the QVMAG's catalogue from a technical and data management perspective and to provide IT advice and training to QVMAG staff in relation to the Collections Management System (CMS).</p> <p>Major tasks include import, export, and upload of datasets both to the internal CMS and external sites, data cleaning, mapping, and migration, and administering the online presence of the CMS through the QVMAG website.</p> <p>Responsibilities also include the implementation and ongoing administration of a new database solution to support the cross-organisation sharing of information through a shared platform. The incumbent will provide system user support for all staff who use the CMS and assist the Registrar to develop and deliver training programs.</p> <p>This position will also complete customisation and development of the new database system as required, or to liaise with external contractors on development work.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of our values
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
Technical		
Database Administration	<ul style="list-style-type: none"> - Import, export, manage and maintain data sets within a new software platform. - Cleansing and mapping of bulk data sets for upload into new and existing platforms. - Develop and maintain online access to collections through the QVMAG website and external discovery layers. - Bulk upload of data onto externally hosted sites such as Atlas of Living Australia and the National Shipwrecks Database. - Work with QVMAG Registrar to develop and implement CMS strategies and improvements. 	Functional database sharing information cross agency with a high degree of accuracy and integrity. Complete tasks in a timely manner.
Cross functional team	Participate in internal and external project teams to achieve project outcomes	Team adds value to project roll out.
Supervise software operations and upgrades	Have appropriate procedures and agreements/project management plans in place with system administrators and team for upgrades and system interruptions.	Minimal system down time.

Accountabilities	Activities/Tasks include:	Success looks like ...
		Minimal disruption with upgrades
Service Management	Accountable/responsible for <ul style="list-style-type: none"> - Developing and maintaining effective working relationships with Council IT department. 	Escalated matters resolved.
Documentation & Records	<ul style="list-style-type: none"> - Establish and maintain documentation and records across all areas of digital content management in accordance with organisational processes. 	Documentation and records developed and maintained accurately and in a timely manner.
Risk & Change Management	<ul style="list-style-type: none"> - Adherence to effective risk & change management practices and procedures. - Support a culture of managing risk. 	<p>Risks identified, assessed and mitigated.</p> <p>Changes made in line with organisational processes.</p>
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> • Community Focussed: considers community/customers in decision making 	
<ul style="list-style-type: none"> • Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others 	
<ul style="list-style-type: none"> • Create and Innovate: displays initiative & considers different ideas and perspectives 	
<ul style="list-style-type: none"> • Safety Focussed: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> • A sound knowledge of relational database principles combined with highly developed skills in the use of SQL based query, reporting and data manipulation tools 	
<ul style="list-style-type: none"> • Knowledge and experience in implementing software applications including implementing organisational behavioural and configuration changes to remain compliant 	
<ul style="list-style-type: none"> • Knowledge of and the ability to apply recognised and contemporary administrative and project management practices in a museum context 	
<ul style="list-style-type: none"> • A demonstrated ability to effectively communicate and negotiate with various stakeholders both within a cultural institution and with external stakeholders 	
<ul style="list-style-type: none"> • An ability to operate under pressure and within short timeframes 	
<ul style="list-style-type: none"> • Excellent written and verbal communication skills 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> • Relevant tertiary qualifications or significant past experience in managing change in a systems environment 	
<ul style="list-style-type: none"> • Experience working in a museum or gallery environment with demonstrated experience in or high level awareness of contemporary registration practices, including an understanding of cataloguing procedures, and/or experience maintaining a collections management system within a cultural context 	

REPORTING STRUCTURE	
Manager	Manager Knowledge and Content
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Registration team	Excellent peer/team relationship.
Creative Arts and Cultural Services	Provide advice and support as necessary.
External	Nature of Relationships
Related contractors, suppliers and specialists.	Obtain product/treatment information and costings. Co-ordinate supply of goods and services to support project delivery.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.