

Employment Information Package for

Conservation and Registration Technician

Position Number POS0305

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

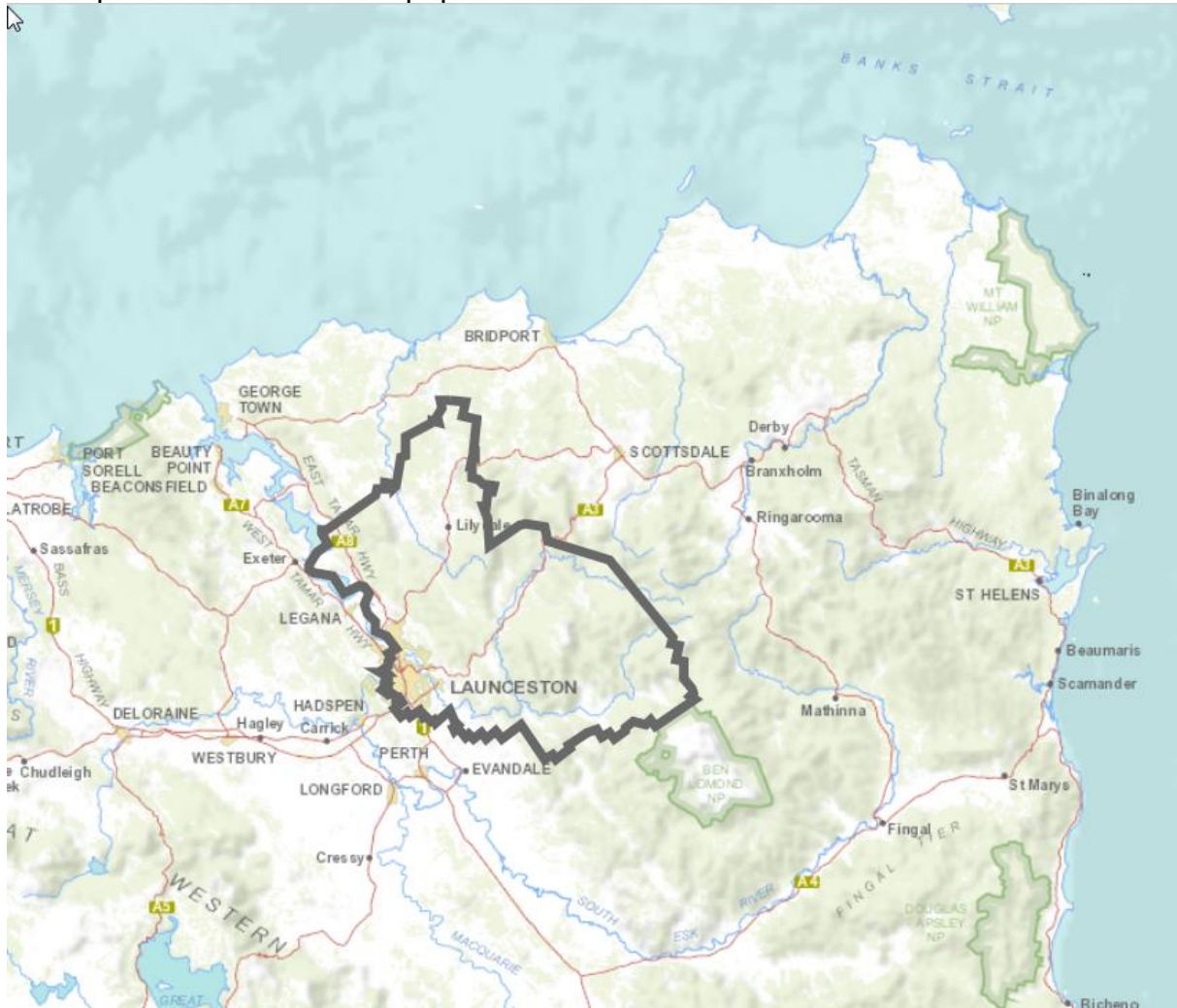
Email address: contactus@launceston.tas.gov.au

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.

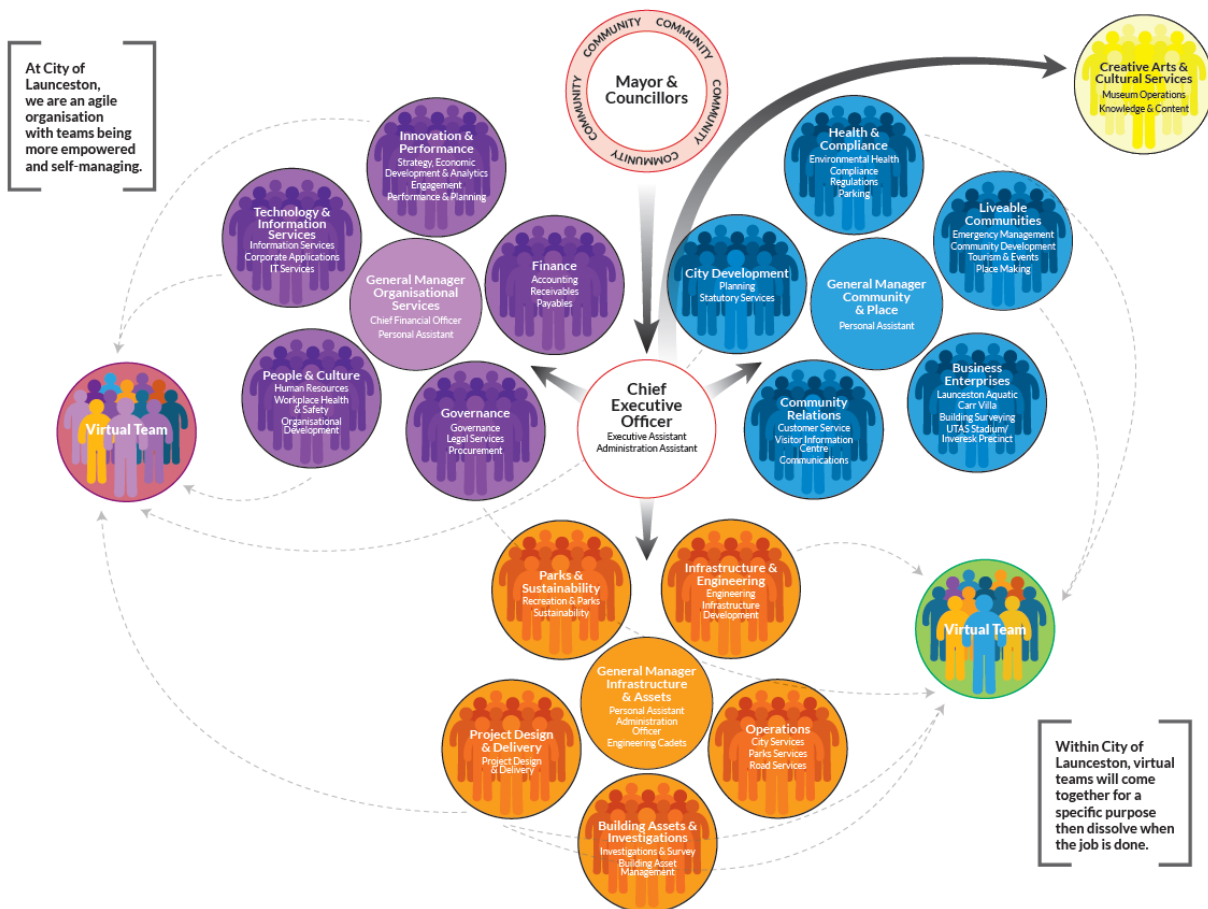
[Click here](#) to view City of Launceston's strategic and annual reporting.

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
- 5.

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:** Conservation and Registration Technician
- Employment Terms:** permanent, full time
- Working Pattern:** 19 day month
- Total Remuneration:** \$70,719 to \$74,169*
**Total remuneration includes superannuation, as detailed below*
Base Salary \$61,448 to \$64,355
- 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: | Conservation and Registration Technician |
| AWARD CLASSIFICATION: | Grade 4 |
| EMPLOYEE: | |
| TEAM: | Knowledge and Content |
| NETWORK: | Creative Arts and Cultural Services |
| REPORTS TO: | Manager Knowledge and Content |
| PREPARED BY: | Christine Hansen |
| DATE: | March 2020 |

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

| |
|---|
| POSITION PURPOSE (Why does this position exist) |
| <p>The Conservation and Registration Technician will work closely with the Registrar contributing to a high standard of museum collection management.</p> <p>Key functions of the position include:</p> <ul style="list-style-type: none"> • General conservation duties such as cleaning, minor treatments, condition reporting, providing advice and implementing treatment plans, assisting to devise and create storage solutions, and liaising with external conservators to implement specialist treatments. • Implement preventative conservation strategies and programs such as environmental monitoring, disaster response and post disaster recovery, and managing treatment programs such as a freezer program. • Contributes to collections management through the use of the Collections Management System (CMS). This will include uploading reports and associated documents, reporting directly into the CMS, managing a hazards register within the CMS, and participating in data entry as required. • Contributes to exhibitions through assisting with the management of inward and outward loans. |

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 | | |
| Collections Management | <ul style="list-style-type: none"> • Plans, undertakes and documents appropriate condition reports of objects according to the highest technical and ethical standards. • Contributes to and provides advice on the safe handling and movement of objects as required for storage, transport, and exhibition. • Contributes to the Registration team goals and participates in organisational initiatives and activities as required. • Contributes to collections management through the use of the CMS by working to established procedures, including uploading associated documents, reporting directly into the CMS, and completing data entry as required. • Assists with supervising and tracking object movements and updating location information in the CMS. | Timely completion and availability of reporting High standards in the accurate assessment, documentation, and treatment of objects Provides timely and appropriate advice Effective team work Timely and accurate location data available at all times |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|---|--|---|
| | <ul style="list-style-type: none"> • Participates in the inventories and auditing of collections with a focus on documentation accuracy. • Develop and maintain a network of professional contacts both internal and external for the effective implementation of conservation treatment plans. | Professional contacts that can provide advice and be engaged in significant conservation treatment plans. |
| Preventative Conservation | <ul style="list-style-type: none"> • Collaborates with the Operations Team and Registrar to research, develop, and implement effective preventative conservation strategies. • Collaborates with the Operations Team and Registrar to contribute to a collections disaster recovery plan including participating in training and preparation awareness for staff. • Identifying hazards and maintaining a register within the CMS and developing and implementing strategies to monitor, mitigate, and remove hazards from the collection. • Maintaining an awareness of current conservation research and relevant conservation practice. | <p>Effective delivery of maintenance and preventative conservation programs</p> <p>Successful collaboration with internal and external parties</p> <p>Collections hazards identified and safely handled</p> |
| Exhibitions Support | <ul style="list-style-type: none"> • Contributes to exhibitions through assisting with the relevant aspects of inward and outward loans including documentation, packing requirements, coordinating transport, and liaison with external parties. • Preparing and undertaking condition reports. • Providing advice on condition of objects and therefore suitability for and appropriate display options. | <p>Timely completion of relevant documentation with a high degree of accuracy</p> <p>Timely, relevant and appropriate advice given on the handling and display of objects</p> |
| Administration | <ul style="list-style-type: none"> • Establish and maintain documentation and records across all areas of digital content management in accordance with organisational processes. • Provides reports for administration and other purposes. • Assists with the preparation of submissions for special grants as required. | 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> | |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|---|--|------------------------|
| | <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 thorough and demonstrable knowledge of conservation ethics, principles and practices of museum conservation | |
| <ul style="list-style-type: none"> • Knowledge of preventative conservation practices within museums | |
| <ul style="list-style-type: none"> • Demonstrated understanding of the requirements for the handling, display, packing, storage and transportation of museum objects | |
| <ul style="list-style-type: none"> • Demonstrates high attention to detail | |
| <ul style="list-style-type: none"> • Working knowledge and experience in the use of relevant software including the Microsoft suite and database systems | |
| <ul style="list-style-type: none"> • Excellent interpersonal skills including a demonstrated ability to work in a strongly collaborative manner either individually or as a team member including the sharing of knowledge, skills, and ideas | |
| <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"> • Tertiary qualifications and/or significant past experience in a relevant area | |
| <ul style="list-style-type: none"> • Experience in an area of conservation practice such as matting works on paper desirable | |

| 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.