



ROLE DESCRIPTION

STREAM D (ASO3 – ASO4, OPS3 – OPS4, PO1, TGO2)

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| <p>ROLE TITLE: Objects Conservator</p> <p>CLASSIFICATION: PO1</p> <p>ROLE NUMBER:</p> | <p>AGENCY: Department of the Premier and Cabinet</p> <p>DIVISION: Communities and Corporate</p> <p>BUSINESS UNIT: Artlab Australia</p> | | | | |
| <p>REPORTS TO: Principal Conservator</p> | <p>ROLES REPORTING TO THIS ROLE: nil</p> <p>BUDGET: nil</p> | | | | |
| <p>ROLE PURPOSE: The Objects Conservator is accountable to the Principal Conservator Objects for the provision of objects conservation services to a broad range of clients.</p> | | | | | |
| <p>KEY OUTCOMES OF ROLE:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. Contribute to the preservation of items and collections by:</p> <ul style="list-style-type: none"> • Applying appropriate objects conservation techniques, including assessment, advice, research and treatment, and ensuring that such processes are fully evaluated and documented. • Ensuring that conservation procedures comply with best practice, and established national and international standards and codes of ethics. • Undertaking preventive conservation activities such as surveying, condition checking, rehousing, storage improvement, planning and implementing conservation programs. Some work may involve rehousing and storage improvements for collection items in the SA Museum Australian Store. • Advising on and implementing suitable methods for preparing, mounting, packing and crating of exhibitions and individual objects. • Participating in the delivery of Artlab marketing, training and community services programs </td> <td style="width: 50%; vertical-align: top;"> <p>2. Contribute to team flexibility and productivity by:</p> <ul style="list-style-type: none"> • Providing proactive assistance and support to team members. • Achieving performance targets to meet project deadlines whilst maintaining quality of work. • Maintaining accurate and timely documentation of treatments, time and financial records. • Assisting in the acquisition of equipment and materials, including acquiring technical information, undertaking risk assessments and providing advice. • Assisting in maintaining the security of work areas, consumables and original material. </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p>3. Contribute to the safety, health and welfare of colleagues by complying with Artlab's WHS policies and procedures.</p> </td> </tr> </table> | | <p>1. Contribute to the preservation of items and collections by:</p> <ul style="list-style-type: none"> • Applying appropriate objects conservation techniques, including assessment, advice, research and treatment, and ensuring that such processes are fully evaluated and documented. • Ensuring that conservation procedures comply with best practice, and established national and international standards and codes of ethics. • Undertaking preventive conservation activities such as surveying, condition checking, rehousing, storage improvement, planning and implementing conservation programs. Some work may involve rehousing and storage improvements for collection items in the SA Museum Australian Store. • Advising on and implementing suitable methods for preparing, mounting, packing and crating of exhibitions and individual objects. • Participating in the delivery of Artlab marketing, training and community services programs | <p>2. Contribute to team flexibility and productivity by:</p> <ul style="list-style-type: none"> • Providing proactive assistance and support to team members. • Achieving performance targets to meet project deadlines whilst maintaining quality of work. • Maintaining accurate and timely documentation of treatments, time and financial records. • Assisting in the acquisition of equipment and materials, including acquiring technical information, undertaking risk assessments and providing advice. • Assisting in maintaining the security of work areas, consumables and original material. | <p>3. Contribute to the safety, health and welfare of colleagues by complying with Artlab's WHS policies and procedures.</p> | |
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| <p>KEY RELATIONSHIPS / INTERACTIONS:</p> <ul style="list-style-type: none"> • Principal Conservator Objects (line manager) • Work collaboratively with Artlab team members, other Artlab staff and volunteers. • Liaise with Artlab clients, contractors and suppliers. | | | | | |

SPECIAL CONDITIONS:

- Intra and interstate travel and the provision of services on-site at client locations may be required together with some out-of-hours work.

KEY SELECTION CRITERIA:

- Degree in Conservation of Cultural Material or equivalent specialising in objects conservation.
- Experience in the conservation treatment of objects, together with sound knowledge of objects conservation principles and ethics of current conservation practices, techniques and procedures.
- Excellent hand skills/manual dexterity and excellent objects conservation treatment skills, with an ability to assess, research, propose and undertake appropriate conservation treatments including rehousing and storage improvement.
- Ability to analyse problems, formulate and implement suitable solutions, perform tasks with a high degree of accuracy and efficiency, organise and prioritise work to meet tight deadlines, often in an environment of conflicting demands, whilst maintaining quality of work.
- Sound written and verbal communication and presentation skills, including ability to liaise with a broad range of people, experience in report writing, and competence in the use of information technology to achieve work objectives.
- Experience of working in a business environment or commercial conservation environment, and a sound understanding of the practical application of policies, procedures and legislation (eg WHS) in the work environment.

DPC VALUES:

DPC's Values support the achievement of our objectives and build a high performing workplace. We will:

- Put our customers and citizens at the centre of our decision making (*Service*)
- Encourage and support innovation (*Innovation*)
- Respect and value our people and ensure their safety and wellbeing (*Respect*)
- Take pride in our organisation, our work and ourselves (*Professionalism*)

CORPORATE RESPONSIBILITIES:

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Boxes checked are the behaviours that are most relevant to the role.

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other peoples' expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self-evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self-development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained