



ROLE DESCRIPTION

ROLE TITLE: Paper Conservator CLASSIFICATION: PO1 ROLE NUMBER:	AGENCY: Department of the Premier and Cabinet DIVISION: Communities and Corporate BUSINESS UNIT: Artlab Australia
REPORTS TO: Principal Conservator, Paper and Books	ROLES REPORTING TO THIS ROLE: nil BUDGET: nil
ROLE PURPOSE: The Paper Conservator is accountable to the Principal Conservator, Paper and Books for the provision of paper conservation services to a broad range of clients.	
KEY OUTCOMES OF ROLE: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. Contribute to the preservation of paper-based items and collections by:</p> <ul style="list-style-type: none"> Applying appropriate 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. Advising on and implementing suitable methods for preparing, mounting, packing and crating of exhibitions and individual items. Participating in the delivery of Artlab marketing, training and community services programs. </div> <div style="width: 48%;"> <p>2. Contribute to team flexibility and productivity by:</p> <ul style="list-style-type: none"> Providing proactive assistance and support to team members and working on joint projects, including those across Artlab. Achieving performance targets to meet project deadlines and chargeable hours while 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. </div> </div> <p>3. Contribute to the safety, health and welfare of colleagues by assisting in the management of Artlab's WHS management system.</p>	
KEY RELATIONSHIPS / INTERACTIONS: <ul style="list-style-type: none"> Principal Conservator, Paper and Books (line manager) Work collaboratively with Paper and Books team members, including volunteers Work collaboratively with other Artlab staff and colleagues from SA Government cultural institutions Liaise with commercial client organisations and individuals, and with contractors and suppliers 	
SPECIAL CONDITIONS: Provision of services on-site at client locations will be required together with some out-of-hours work. Intra and interstate travel and some international travel may also be required.	

KEY SELECTION CRITERIA:

- Degree in Conservation of Cultural Material or equivalent, specialising in paper conservation.
- Experience in the conservation treatment of works of art on paper, together with sound knowledge of conservation principles and ethics of current conservation practices, techniques and procedures. Experience in conservation of other paper-based material (such as photographs, books and archival material) is desirable.
- Excellent hand skills/manual dexterity and excellent paper conservation treatment skills, with an ability to assess, research, propose and undertake appropriate conservation treatments.
- Ability to analyse problems, formulate and implement suitable solutions, and 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 people's 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