



## POSITION DESCRIPTION

<b>Position Title:</b>	<i>HERITAGE COLLECTIONS PROJECT OFFICER</i>
<b>Reports To:</b>	<i>Manager, Archives and Heritage</i>
<b>Location:</b>	<i>ISMAPNG Archives Centre, Leichhardt 34 Walter Street Leichhardt NSW 2040</i>
<b>Parameters:</b>	<i>Salary 1 year Maximum Term Contract Option of Part Time (45 hours per fortnight) or Full Time (75 hours per fortnight)</i>
<b>Date Prepared:</b>	<i>3 September 2024</i>
<b>Approved By:</b>	<i>Manager, Archives and Heritage / Human Resources Manager</i>

### **Organisational Context**

The Institute of Sisters of Mercy of Australia and Papua New Guinea (“Institute”) is a religious congregation of Catholic women who endeavour to engage with the call of God’s Mercy by responding to the cry of the earth and of those rendered poor.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries.

Concerning its day to day administration, the Institute is served by a dedicated team of people who, in collaboration with the Leadership and Institute’s communities, deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea.

The Institute’s workplace values are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence for excellence
- Respect for all



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### Primary Purpose of the Position

The main objective of the position is to audit, catalogue, and assist with accessioning and deaccessioning of the Institute's heritage collections. This role carries out project-based tasks and may involve some travel when required.

### Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none"><li>• Nil</li></ul>	<ul style="list-style-type: none"><li>• Nil</li></ul>

### Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"><li>• Manager, Archives and Heritage</li><li>• ISMAPNG Archivists and Curators</li><li>• Institute Leadership Team, staff, and sisters</li></ul>	<ul style="list-style-type: none"><li>• Professional bodies</li><li>• Affiliated archivist and museum groups</li></ul>

### Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none"><li>• Appraisal and documentation</li><li>• Significance assessment of heritage items</li><li>• Storage and conservation</li></ul>
<u>Recommendations Expected</u> <ul style="list-style-type: none"><li>• Content for public profile and programs</li><li>• Preservation</li></ul>



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### **Key Accountabilities and Responsibilities**

#### Collection Management

- Appraise objects in accordance with relevant policies
- Accession and document the heritage collection to professional museum collection standards by researching, cataloguing, photographing, and labelling objects
- Create and update collection database records to a high standard to maintain provenance and significance
- Ensure the safety and security of all material within the collections by monitoring storage and environmental conditions, by using appropriate housings, by storing appropriately and by identifying priorities for conservation treatment
- Undertake significance assessment of collection items.

#### Outreach

- Participate in activities to increase access and promote the collections. This may include developing online content, preparing material for publication, and giving presentations when required.

#### Communication

- Work independently and as part of a team
- Liaise with sisters, staff and external researchers
- Liaise with experts in the field to obtain the best advice or results for the collection.

#### Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of the Institute including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within the Institute.

#### Safety of Children and Vulnerable Adults

The Institute is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.



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### Workplace Health and Safety

- Identify and respond to any safety issues.
- Attend the workplace and adhere to the Institute's COVID-19 safety guidelines.
- Comply with all WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

### **Key Challenges in Achieving Goals**

- Managing the workflow with team members for all tasks
- Establishing relationships with team members, sisters and staff.

### **Qualifications, Experience & Competencies**

- Qualifications from a tertiary institution in museum studies or similar
- Eligibility for membership of a professional body
- An understanding of the theoretical and practical aspects of museum collections management
- Knowledge of general preservation principles
- Demonstrated experience with object handling
- Ability to work collaboratively under the direction of the Manager, Archives and Heritage
- Ability to work independently and with initiative and flexibility
- Demonstrated time management skills with the ability to meet deadlines
- Ability to work accurately with attention to detail
- Effective oral and written communication skills
- Proficiency in Microsoft Office and experience using collection management databases (experience with Emu preferred)
- A commitment to ongoing professional development and participation in appropriate professional activities
- A commitment to uphold and support gospel values and mercy ethos.

### **Other Matters**

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.