



Position title	Collection System Officer
National Gallery level	NGA Level 5
Position number	Position No. 7216
Employment type	Ongoing – Fulltime
Department	Registration
Portfolio	Artistic Programs
Immediate supervisor	Assistant Registration, Collection Database
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check A minimum of 2 years of experience administrating a CMS or equivalent role with knowledge of museum collection data standards

ABOUT THE GALLERY

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

Working at the Gallery

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

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This position is situated in the Documentation and Storage Section within the Registration Department, which is responsible for the delivery of a range of functions including:

- development and maintenance of the National Gallery's Collection Management System (CMS) – Emu,
- providing advice and direction on best practice in data management and documentation,
- providing training and information sessions regarding the CMS promoting its functions as a business tool,
- ensuring the CMS meets the needs of users and stakeholders; and
- ensuring that appropriate data is available for the website and public access.

The Collection System Officer forms an important part of the National Gallery's Collection Management System (EMu) team. A core component of the role is to ensure the effective operation and use of EMu and support staff in the use of the system that manages the Gallery's works of art.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This position reports to the Assistant Registrar, Collection Database, is responsible for developing and maintaining the CMS system. This is an ongoing fulltime role at the Gallery.

OUR IDEAL CANDIDATE

Our ideal candidate is a highly experienced database user within a museum or gallery environment, preferably EMu, capable of working in a collaborative and busy environment. You must have effective communications and technical skills, along with the ability to build and maintain strong business relationships with users. You will be confident sharing knowledge, delivering training and articulating technical and user needs in a clear and concise manner.

You must be solutions focussed and have a high attention to detail on database integrity and data accuracy, work with initiative and ensure the smooth running of the system. Possessing excellent administrative and organisational skills, you will be able to manage multiple priorities, work flexibly and independently or as part of a team.

You will have effective written and oral communication skills including experience in negotiating and liaising with staff at all levels and external stakeholders, including the ability to collaborate and work effectively and professionally within a small team.

You should be able to demonstrate excellent organisational and administrative skills, ability to prioritise workloads, manage multiple projects, and use initiative and sound judgement to make decisions. Your demonstrated understanding of the fundamentals of crystal reporting software and proficiency with the Microsoft office suite.

WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will:

- Provide general CMS support and technical advice, including shared management of the support helpdesk and user account administration.
- Manage and refine the user training program, user guides and conduct training sessions for staff and volunteers.

- Assist the Documentation team in actioning the CMS projects priority list and improving efficiency and service delivery.
- Perform data clean-up projects and assist the team in responding to data queries and requests.
- Assist with scheduled testing and user support for upgrades of the CMS.
- Assist in developing, implementing, and maintaining appropriate data standards.
- Assist in the development of the Gallery's suite of reports run from the CMS.
- Update and maintain CMS user communication platforms, such as the EMu intranet pages.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

1. **Build and sustain positive relations** with team members and stakeholders , listening to stakeholder training needs and delivering appropriate outcomes for best practice data standards
2. **Be confident and articulate** when presenting database technical advice which meets work objectives, whilst understanding stakeholder concerns or expectations.
3. **Take responsibility** for managing projects to completion and the priorities involved so as to achieve timely results.
4. **Exercise good judgment**, intelligence and commonsense by undertaking objective and systematic analysis of data management issues and working to improve these practices.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific qualifications certification and/or registrations include:

- A minimum of 2 years of experience administrating a CMS or equivalent role with knowledge of museum collection data standards
- Tertiary qualification in collection management or museum studies or similar

Work, Health & Safety Obligations

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Bronwyn Gardener on +61 2 6240 6776 or bronwyn.gardner@nga.gov.au.