

Position Description

CONSERVATOR



DATE REVIEWED:			
POSITION DETAILS			
Position Title	Conservator		
Position Number	0087		
Employment Type	Ongoing		
APS Classification	APS5		
Division	Fleet and Collection	Section	Conservation
Salary	\$88,834 - \$96,829 per annum plus 15.4% superannuation		
Reports To	Manager Conservation		
Direct Reports	Nil		
Location	Pyrmont, NSW		
ABOUT US			
<p>As one of Sydney’s most visited and dynamic cultural institutions, the Australian National Maritime Museum (the Sea.Museum) stands as a world-leading voice in telling Australia’s maritime story.</p> <p>We engage audiences locally and globally through compelling experiences on site, online, and through research, exhibitions and national programs that educate, challenge and inspire.</p> <p>At the heart of the Museum is a deep connection to the oceans, waterways and stories that have shaped Australia as an island nation. From deep time to the present and into the future, we bring to life the people, cultures and journeys that define our maritime identity.</p> <p>With more than 2.5 million visitors annually, the Sea.Museum is powered by a passionate and diverse workforce, supported by a strong volunteer, membership and education community, and a dedicated charitable foundation together driving our impact, reach and long-term sustainability.</p>			
OUR CULTURE			
<p>At the Sea.Museum, we are building a modern, inclusive and high performing workplace aligned to the values of the Australian Public Service. We value diversity of thought and experience and foster a respectful, psychologically safe environment where people feel supported to contribute, grow and do their best work.</p> <p>We prioritise wellbeing, safety and flexibility, and expect our people to work collaboratively, act with integrity and contribute to a positive and inclusive culture that reflects the purpose and values of the Museum.</p> <p>Employees are expected to contribute to a psychologically safe workplace by demonstrating resilience, maintaining respectful and professional relationships, and actively supporting the wellbeing of themselves and others.</p>			

WHAT WE CAN OFFER YOU

At the Sea.Museum, you'll combine meaningful work with a unique harbour side workplace and a strong commitment to diversity, inclusion and wellbeing.

Our employees enjoy:

- Competitive salary and 15.4% superannuation.
- Flexible work and generous leave entitlements.
- Learning and development opportunities.
- Wellbeing, recognition and EAP support.
- Salary packaging options.
- Unique staff experiences, including our Staff Regatta.

OUR TEAM

The Conservation team is part of the Fleet and Collection division. The Conservation team is responsible for the preservation of the National Maritime Collection and objects on loan to the museum. The team delivers a comprehensive program of collection care activities (environmental monitoring, IPM, Collection safety, etc.), preservation, conservation, and remedial conservation treatments with respect for their integrity, authenticity, historical, social, aesthetic and technological qualities. Working on exhibitions, loans and other public engagement projects the team provides technical expertise into the long-term preservation and access needs of the collection ensuring these are met and balanced with provision of access. Conservation practices and methods are guided by various policy and procedures and conservation/cultural heritage professional bodies.

THE ROLE

Working as part of a multidisciplinary museum team, the Conservator contributes professional conservation expertise to the preservation, care and accessibility of the National Maritime Collection.

Under the limited direction of the Manager, Conservation, the Conservator applies professional knowledge, judgement and initiative to plan and undertake preventive and interventive conservation activities, assessments and treatments. The role manages allocated conservation work from planning through to completion, identifies and evaluates risks to collection material, and provides evidence-based conservation advice within its area of expertise. The Conservator undertakes research, technical analysis and documentation to support collection care, exhibitions, loans and Museum projects. The role works collaboratively with Senior Conservators and consults or escalates complex, sensitive or high-risk conservation matters where appropriate.

Working in accordance with Museum policies, conservation ethics and industry standards, the Conservator contributes to the development and continuous improvement of conservation procedures, practices and collection care outcomes.

KEY ACCOUNTABILITIES

Under limited direction, this position is responsible for delivering the following functions:

- Plan and undertake conservation treatments
Plan and undertake preventive and interventive conservation activities, including routine and complex treatments within the position's area of professional expertise, applying appropriate techniques, professional judgement and evidence-based decision-making to achieve agreed collection outcomes.
- Deliver preventive conservation and collection care
Plan, coordinate and undertake preventive conservation and collection care activities, including environmental monitoring and control, integrated pest management, lighting and pollutant monitoring, collection safety inspections, condition assessments and gallery maintenance. Analyse findings, identify emerging issues and recommend appropriate action.
- Undertake research and technical analysis
Undertake research and technical analysis to inform conservation assessments, treatment proposals and collection care decisions, evaluating object, material and treatment information and applying findings to practical conservation outcomes.
- Identify and manage collection risks
Identify, assess and manage risks to collection material arising from storage, display, handling, transport, treatment and environmental conditions. Implement appropriate controls within the scope of the role and escalate complex, sensitive or high-risk matters with clear analysis and recommendations.
- Manage allocated conservation projects and treatments
Manage allocated conservation treatments, projects and work programs from planning through to **completion**,

<p>establishing priorities and timeframes, monitoring progress and adjusting activities in response to changing Museum requirements and emerging risks.</p> <ul style="list-style-type: none"> • Provide professional conservation advice Provide timely, evidence-based conservation advice to Museum staff, project teams and external stakeholders within the position's area of professional expertise, clearly communicating conservation requirements, risks, options and recommended approaches. • Maintain professional and technical documentation Prepare and maintain accurate written, technical and photographic documentation for conservation assessments, treatment proposals, completed treatments and collection care programs, ensuring records meet Museum, professional, ethical and regulatory requirements. • Contribute to professional practice and continuous improvement Contribute to the development, review and implementation of conservation procedures, technical guidance, documentation standards and collection care practices, identifying opportunities to improve work practices, risk controls and collection outcomes. • Maintain productive stakeholder relationships Build and maintain productive relationships with internal and external stakeholders, working collaboratively to balance collection preservation, access, display, operational and project requirements and contribute professional conservation expertise to multidisciplinary Museum initiatives. • Support effective conservation operations and engagement Support the safe and effective operation of conservation laboratories, workspaces and storage areas, including specialist equipment and materials, and contribute professional conservation expertise to exhibitions, loans, talks, tours, workshops, digital content and other public engagement activities.

KEY CHALLENGES

<ul style="list-style-type: none"> • Exercising professional judgement to balance the preservation and safety of collection material with competing requirements for access, display, transport, research and public engagement. • Managing multiple conservation treatments and project requirements within agreed timeframes while responding to changing priorities, emerging risks and operational demands. • Assessing incomplete or complex technical information, identifying material and collection risks, and developing practical, evidence-based recommendations within professional and organisational requirements.
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KEY RELATIONSHIPS

Who	Why
Manager Conservation	Provides strategic and operational direction, confirms priorities and expected outcomes, and supports the resolution of complex or sensitive matters. The Conservator keeps the Manager informed of progress, emerging risks and matters requiring escalation or decision.
Senior Conservators	Collaborate on conservation priorities, complex treatments and professional practice matters. Exchange technical knowledge and consult or seek specialist advice on complex, sensitive, novel or high-risk conservation issues.
Collection Access Staff - Registrars	Provide professional conservation advice on collection access, movement, storage, loans, documentation and preservation requirements. Work collaboratively to identify risks and develop practical approaches that balance access and long-term collection care.
Preparators	Provide conservation requirements and technical advice relating to object handling, preparation, installation and display. Collaborate on exhibition and collection projects and identify appropriate controls for risks to collection material.
Curatorial Staff	Provide professional conservation advice and collaborate on significance assessments, treatment proposals,

	exhibitions, acquisitions, loans and decisions affecting the care, interpretation and accessibility of collection material.
Digital	Provide accurate specialist content and advice to support digital engagement, collection interpretation and public understanding of conservation activities and the National Maritime Collection.
Wider museum staff	Provide professional advice, presentations, workshops and conservation input to Museum projects and programs, supporting collection access, staff capability and public engagement outcomes.
External Stakeholders	Represent the Conservation team in professional dealings with suppliers, contractors, conservation practitioners, professional bodies and relevant cultural institutions. Obtain specialist information, coordinate services and maintain relationships that support conservation outcomes.

KEY SELECTION CRITERIA

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated professional knowledge of contemporary conservation practice, materials, techniques and relevant scientific processes, including recognised expertise in an area of specialisation relevant to the National Maritime Collection.
2. Demonstrated ability to plan and undertake preventive and interventive conservation activities, including the assessment and treatment of collection material, application of conservation ethics and management of risks to collection safety and long-term preservation.
3. Demonstrated analytical, research and problem-solving capability, including the ability to evaluate technical information, exercise sound professional judgement and develop evidence-based treatment proposals, advice and recommendations.
4. Demonstrated ability to manage allocated conservation projects and competing priorities under limited direction, establish plans and timeframes, maintain high-quality documentation and deliver agreed outcomes.
5. Well-developed communication and interpersonal skills, including the ability to provide clear professional advice, prepare technical documentation, communicate complex information to different audiences and build productive relationships with internal and external stakeholders.

QUALIFICATIONS AND/OR RELEVANT EXPERIENCE REQUIRED

Mandatory:

- Recognised tertiary qualifications in materials conservation and substantial relevant professional experience in cultural heritage conservation, or an equivalent combination of qualifications and professional experience.
- Demonstrated experience independently planning, documenting and undertaking preventive and interventive conservation activities within an area of professional expertise.

Desirable:

- Professional membership of the Australian Institute for the Conservation of Cultural Materials.
- Current driver's licence.
- Current EWP Yellow Card or capacity to obtain one.

Detailed Tasks and Key Competencies (attached)

Detailed tasks are attached. The relevant Integrated Leadership System (ILS) profile is included, with further capability and behavioural indicators available on the APSC website. www.apsc.gov.au.

Conduct and Behaviours

Employees are required to perform their duties in accordance with the Museum's values, policies, codes of conduct, professional standards, and legislative obligations, acting with integrity, professionalism and respect always.

Work Health and Safety

Takes all reasonable care that their actions or omissions and their actions do not affect the health and safety of themselves or others and comply with all health and safety policies and procedures. Meet the accountabilities as set out in the Work Health and Safety policy as amended from time to time.

Under section 25 of the *Public Service Act 1999*, the Director may at any time determine the duties to be performed by an APS employee and the location at which those duties are performed. The duties and location described in this position description may change over time to meet the operational needs of the museum, subject to the consultation and classification provisions of the ANMM Enterprise Agreement.

Review

No position description can capture the full scope of responsibilities within the position. Therefore, this position description should not be seen as limiting and some flexibility is required. There will be other responsibilities, not described above, that may be given to this position from time-to-time.

All position descriptions evolve and change over time, and the Museum commits to revising and updating position descriptions as required to accurately reflect the contribution of staff.

I acknowledge that I have read and understood this Position Description and the responsibilities, accountabilities and expectations of the role, and agree to perform my duties in accordance with these requirements and the Museum's policies and standards.

EMPLOYEE ACCEPTANCE	
Name:	
Signature:	
Date:	

INTEGRATED LEADERSHIP STRATEGY: PROFILE APS 5

APS 5 profile

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
<p>Supports shared purpose and direction</p> <p>Understands and supports the organisation's vision, mission and business objectives. Identifies the relationship between organisational goals and operational tasks. Communicates with others regarding the purpose of their work. Understands and communicates the reasons for decisions and recommendations to others.</p> <p>Thinks strategically</p> <p>Understands the work environment and contributes to the development of plans, strategies and team goals. Identifies broader influences that may impact on the team's work objectives. Demonstrates an awareness of the implications of issues for own work and work area.</p> <p>Harnesses information and opportunities</p> <p>Draws on information from diverse sources and uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on issues that may affect work progress.</p> <p>Shows judgement, intelligence and commonsense</p> <p>Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Identifies problems and works to resolve them. Thinks laterally, identifies and implements improved work practices.</p>	<p>Identifies and uses resources wisely</p> <p>Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements.</p> <p>Applies and builds professional expertise</p> <p>Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit.</p> <p>Responds positively to change</p> <p>Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and encourages cooperation in coping with change.</p> <p>Takes responsibility for managing work projects to achieve results</p> <p>Sees projects through to completion. Monitors project progress and manages priorities. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.</p>	<p>Nurtures internal and external relationships</p> <p>Builds and sustains positive relationships with team members, stakeholders and clients. Is responsive to changes in client and stakeholder needs and expectations.</p> <p>Listens to, understands and recognises the needs of others</p> <p>Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.</p> <p>Values individual differences and diversity</p> <p>Recognises the positive benefits that can be gained from diversity, and explores diverse views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.</p> <p>Shares learning and supports others</p> <p>Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive feedback. Recognises and notes under-performance where appropriate.</p>	<p>Demonstrates public service professionalism and probity</p> <p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.</p> <p>Engages with risk and shows personal courage</p> <p>Provides impartial and forthright advice. Justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p> <p>Commits to action</p> <p>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.</p> <p>Promotes and adopts a positive and balanced approach to work</p> <p>Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.</p> <p>Demonstrates self awareness and a commitment to personal development</p> <p>Seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.</p>	<p>Communicates clearly</p> <p>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p>Listens, understands and adapts to audience</p> <p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p> <p>Negotiates confidently</p> <p>Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully. Encourages the support of relevant stakeholders.</p>