

Job Description Form

Senior Digitisation Officer

Position Number: 14390	Classification Level: Level 3
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2022
This Position Reports To: Senior Digitisation Officer – L3	
Positions Reporting to this Position: Nil	

ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the state (including the Indian Ocean Territories).

POSITION PURPOSE

Produce high quality digital copies of diverse heritage collection material using a range of digital image production technologies and equipment. Apply best practice preservation digitisation capture standards and quality control to deliver an excellent service for internal and external stakeholders, enhance access to the Library's collections, and contribute to long-term preservation efforts.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Use a range of professional capture devices, and associated software applications to produce digital images according to business requirements, technical specifications and standards.
2. Use digital workflow tools to respond to and monitor the progress of client requests, maintain accurate records, and escalate issues as required.
3. Document and maintain procedures and workflows for digital capture and actively contribute to continuous improvement.
4. Maintain equipment and associated technologies in accordance with vendor specifications and warranties. Troubleshoot and liaise with vendors as required.
5. Maintain knowledge of cultural heritage digitisation technologies, developments and standards and contribute to the development of related documentation.
6. Contribute to a positive and dynamic team environment and foster equity and diversity to enable achievement of personal and State Library goals.
7. Contribute to the planning, coordination and implementation of projects.
8. Perform other duties as required.

Corporate Responsibilities:

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
3. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Role Specific

- Experience operating a range of professional photographic and scanning equipment to digitise heritage collection material.
- Knowledge of the requirements for preservation digitisation (including colour management and digital file management) and experience using image processing software on Macintosh and Windows operating systems.
- Knowledge of standards, ethics and principles associated with digitisation activities and experience handling fragile material.

2. Shapes and Manages Strategy

- Identifies issues and opportunities that may impact achievement of objectives and contributes to creative and workable solutions.
- Responds positively to change and reorganises work to support organisational priorities and projects.

3. Achieves Results

- Maintain accuracy and attention to detail and takes responsibility for meeting standards and sees tasks through to completion.

4. Builds Productive Relationships

- Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.

5. Exemplified Personal Integrity and Self Awareness.

- Seeks feedback and shows willingness to actively participate in learning and development activities.

6. Communicates and Influences Effectively

- Communicates clearly, both verbally and in writing.

Desirable:

- Possession of or significant progress towards a relevant diploma or tertiary qualification.
- Experience in a similar library or equivalent environment.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

Position Title: Director Collection Services	Name: Catherine Belcher	Date: 28/06/2024
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