

Employment Information Package



ASSISTANT REGISTRAR

Position number: POS1767

Enquiries:

Name: Shane Fitzgerald

Position: General Manager Creative Arts & Cultural Services

Phone: 03 6323 3700

Email: Shane.Fitzgerald@launceston.tas.gov.au

Application closing date: 3.00PM, TUESDAY, 28 JANUARY 2025



City of
LAUNCESTON

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Address all correspondence to:

Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston organisational chart

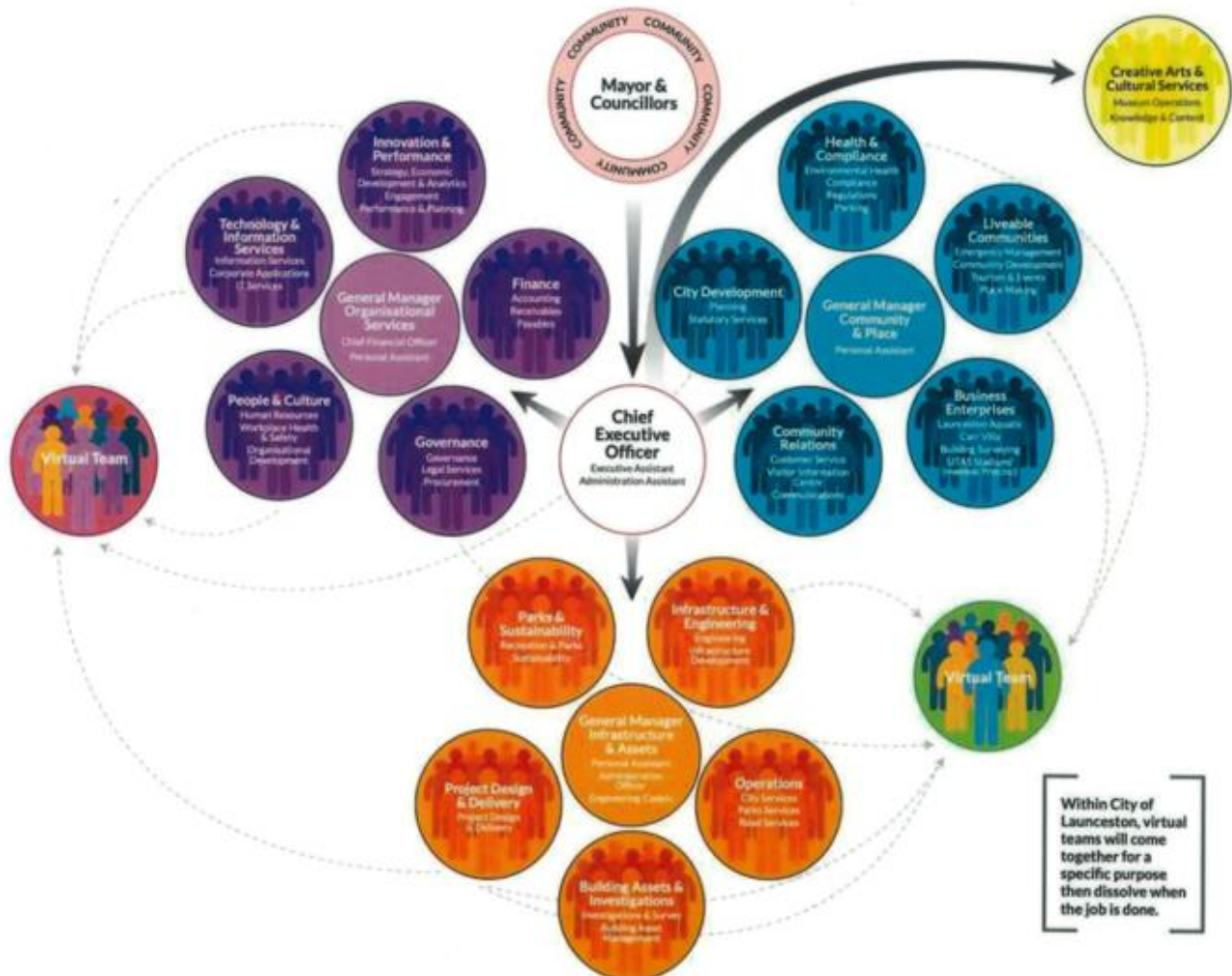
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received
2. Shortlisting
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer

Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

General conditions of employment

Position title	Assistant Registrar
Employment terms	Permanent, Full time
Working pattern	19-day month
Total remuneration	\$83,497 - \$92,007* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$72,448 - \$79,833
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description – QVMAG Assistant Registrar

PF NUMBER:		POS NUMBER:	POS1767
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POSITION TITLE:	Assistant Registrar
AWARD CLASSIFICATION:	Grade 4
EMPLOYEE:	Vacant
TEAM:	Strategic Collections
NETWORK:	Creative Arts and Cultural Services
REPORTS TO:	Leader Strategic Collections
PREPARED BY:	Shane Fitzgerald
DATE:	February 2023

APPROVED BY:	
NAME:	Shane Fitzgerald
POSITION:	General Manager Creative Arts and Cultural Services
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<ul style="list-style-type: none">• Assists in managing and overseeing the registration and documentation policies, procedures and processes of QVMAG and the QVMAG collections, including the electronic Collection Management System (CMS).• Assist in developing and actioning inward and outward loans, the storage and movement of collection objects and delivery of new acquisitions.• Assists in coordinating valuations of the collections and complying with insurance requirements.• Conducting regular checks to ensure collections are correctly located and properly stored.• Contributes to inter-disciplinary curatorial projects as required.

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of our values
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
Technical		
Registration and recording of QVMAG objects	Ensure that all QVMAG objects are correctly registered within the CMS, including information on condition and location. Ensure that all newly acquired QVMAG objects and collections are registered as soon as possible, and all changes in object status, including location, are recorded.	Database accurately maintained New acquisitions entered into the CMS in a timely manner
Coordinate and oversee inward and outward loans	Assist in the preparation of necessary paperwork and organisation for the successful undertaking of both inward and outward loans. Ensure that legal requirements for loans are met. Ensure that appropriate packing requirements for loans are met. Ensure that appropriate insurance is in place for loans.	Loan records kept up to date Legal requirements met Appropriate packing ensured Insurance coverage appropriate
Collections Management	Contribute to the security, preservation and accessibility of the QVMAG collections. participate the safe movement and display of QVMAG objects and ensures that they are stored to an acceptable standard.	Successfully contributes to the preservation of the collections Effective co-ordination of the movement, display and storage of collection objects

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Perform checks on a sample of objects in the database, to ensure that they are correctly located.</p> <p>Assist in the conduct of the five-yearly valuation, by an external valuer, of all QVMAG Collections.</p>	<p>Checks performed and objects found to be correctly located</p> <p>Valuations and updates completed</p> <p>Insurance requirements met</p>
Collection-related staff inductions	Assist in the conduct of inductions for staff on collection-related issues	Inductions conducted
Administration	<p>Provide administrative and related support to the QVMAG registrar including contribution to monthly and other reports</p> <p>Supervise volunteers working on registration of QVMAG objects as required</p> <p>Attend regular toolbox meetings with the Leader Strategic Collections and other Strategic Collections staff to manage workflows and problem solve roadblocks</p>	<p>Delivery of efficient administrative support</p> <p>Effective supervision of volunteers</p> <p>Effective contribution to teamwork</p> <p>Regular toolbox meetings held</p>
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and team's health, well-being and self-care 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Skills and knowledge of practices and standards pertaining to the registration of collections within a major museum or art gallery including the management of collections and experience in the safe handling of objects. Skills in the maintenance of accurate records in manual and computer-based formats and knowledge and/or experience in museum cataloguing methods and the use of collection management software. Excellent organisational skills, including the ability to work on several projects simultaneously, organising and prioritising to meet deadlines under limited supervision. Ability to work effectively in a strongly collaborative manner as a team member and team leader to establish good working relationships with Department staff, museum visitors and clients and other museum and art gallery professionals. Relevant tertiary qualifications and/or equivalent museum or art gallery experience. A museum studies qualification will be favourably considered. Current Driver's licence which must be retained. 	

REPORTING STRUCTURE	
Manager	Leader Strategic Collections
Direct Reports	nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Strategic Collections	Team member
Curatorial	Client / Stakeholder / Colleague
Exhibitions	Client / Stakeholder / Colleague
QVMAG IT	Colleague / Liaison
CoL Finance	Stakeholder
External	Nature of Relationships
QVMAG visitors, audience, donors and collectors, external institutions	Network and liaison

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$1000

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none">• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;• Seeks feedback broadly and asks others for help with own development areas; and• Translates feedback into an opportunity to develop.



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