

M196 - Navy Curator and Archaeologist - PD - 250521.pdf

M188 - Manager Maritime Archaeology Program - PD - 020621.pdf

Position Description

Navy Curator and Archaeologist

Position Details

Position Title:	Navy Curator and Archaeologist		
Position Number:	M196		
Employment Type:	Ongoing		
APS Classification:	APS 6		
FTE:	1 Full Time		
Division:	Experience	Section:	Knowledge
Reports To:	Manager Maritime Archaeology Program		
Direct Reports:	Nil		

About the Australian National Maritime Museum

As one of Sydney's most visited museums, the Australian National Maritime Museum (the Museum) is committed to being a world leader in maritime history, including naval heritage and maritime archaeology. The Museum shares the national maritime story across Australia (our country) and provides must-visit museum experiences that explore our country's connection to the sea. The Museum welcomes local, interstate, and international visitors as well as 13,000 members, over 30,000 school students and hundreds of passionate volunteers. Combined, they regularly enjoy special events, activities and participate in the Museum's educational programs.

Position Overview

The Curator, Naval Heritage and Archaeology is a member of the Knowledge team, which encompasses the Museum's curators, library and publications. Reporting to the Manager, Maritime Archaeology, the position contributes to the Museum's strategic objective to be acknowledged as the nation's leading authority on maritime heritage, both within Australia and abroad. The role is focused on naval connections to Australia, including its home waters and overseas deployments, from the eighteenth century to the present. It entails an active program of maritime archaeology, including participation in underwater expeditions and the appropriate publication of findings. The position contributes significantly to maintaining a close relationship with the Royal Australian Navy (RAN), Department of Veterans' Affairs (DVA) and other external stakeholders. The Curator, Naval Heritage and Archaeology provides advice to the Museum's Executive on matters relating to naval affairs and is responsible for aspects of the National Maritime Collection relating to Australia's naval heritage. The position takes a leading role in interpreting the Museum's naval collection and ensuring that key commemorative dates are appropriately observed.

Key Responsibilities

- Represent the Museum in all matters relating to naval history, including the Royal Navy's presence in Australian waters from 1770 onwards, plus the past, present and future capabilities of the RAN.
- Provide expert knowledge and advice relating to the history and heritage of the RAN to museum audiences and other stakeholders, including the DVA and the Commonwealth War Graves Commission.
- Serve as a primary contact between the Museum and the RAN, including participation in events, ceremonies, and non-operational deployments.
- Prepare proposals and advise on submissions for naval-related accessions into the National Maritime Collection, including both physical and digital materials, in line with the Museum's Collection Development Policy, priority collection focus areas, and Protection of Cultural Objects on Loan (PCOL) protocols.
- Lead the interpretation of the Museum's naval materials, including decommissioned and replica naval assets, objects in the National Maritime Collection, and related on-site and online exhibitions.
- Actively plan and deliver maritime archaeology programs related to naval vessels and engagements, including underwater surveys and collaborative research projects, both within and beyond Australian waters.
- Support the broader activities of the Museum's maritime archaeology unit by participating in unit projects and programs, as well as regular underwater diving activities, training, and maintaining all relevant qualifications.
- Engage stakeholders and audiences through innovative exhibitions and emerging technologies to highlight the contribution of naval technologies, capabilities and personnel to Australian history.
- Represent the Museum in public forums, media opportunities, conferences, and cultural institutions networks.
- Research and publish accounts of Australian naval history and maritime archaeology in scholarly, public and specialist forums.
- Fulfil the key competencies of the classification of this position as defined and described by the Integrated Leadership System (ILS).
- Any other lawful and reasonable request made within this position.

Key Selection Criteria
Essential Criteria <ul style="list-style-type: none"> • Postgraduate qualifications in maritime archaeology, military and/or naval history, defence studies or museum and heritage studies. • Demonstrated understanding of the ethics, principles, and practices of maritime archaeology and conservation in Australia, as practiced by the Australasian Institute for Maritime Archaeology. • Advanced Open Water Diving Qualifications along with Rescue Diver and Nitrox (EANx) endorsements. • Extensive fieldwork experience in maritime archaeology, including wreck diving, on-shore, and off-shore diving. • Experience in working effectively with multiple stakeholders, including defence, government, cultural sector and non-government organisations. • A track record of storytelling and directing the curation of unique and engaging digital experiences, both online and in-museum. • A publications record encompassing academic, public, and community-targeted content. • Public engagement skills and experience in media, conferences, presentations, and digital outreach. • Sound knowledge of digital and social media, with expertise in reaching and engaging new audiences. • Proven experience in meeting project deadlines, operating within budget constraints and working across multiple diverse projects simultaneously. • Familiarity with collection development policies, PCOL loans and acquisitions policies and procedures. • Demonstrated ability in using collection database systems such as TMS.
Desirable Criteria <ul style="list-style-type: none"> • Previous experience working in the APS and/or the cultural institutions sector. • Occupational SCUBA to 30m qualification (Part 1) under the Australian Diver Accreditation Scheme (ADAS). • Surface-supplied breathing apparatus to 30m qualification (Part 2) under ADAS. • Relevant international experience, including working with cultures outside Western/English-speaking countries. • Experience in conducting oral/video interviews with active or retired naval personnel, including best-practice technical, cultural, and ethical standards. • A track record of leading or contributing to externally funded grant applications. • Familiarity with or ability to use archival record keeping systems such as ELO.

Key Competencies

As defined and described by the Integrated Leadership System (ILS). A detailed description of the capabilities and the behavioural indicators for each is available for viewing or download at the APSC website www.apsc.gov.au.

Conduct and Behaviours

Museum employees are required to perform their duties in line with the Museum's values, policies and procedures, relevant code of conduct, professional standards and legislative requirements.

Work Health and Safety

Meet the accountabilities as set out in the Museum's Work Health and Safety policy. Take all reasonable care that actions or omissions do not affect the health and safety of themselves or others, and comply with all health and safety policies and procedures.

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.

Position Holder:		
Name:	Signature:	Date:
Manager:		
Name: Dr Peter Hobbins	Signature:	Date:
People and Culture to Complete:		
PD Prepared by: PAC	Date finalised: June 2021	

Position Description

Manager Maritime Archaeology Program

Position Details

Position Title:	Manager Maritime Archaeology Program		
Position Number:	M188		
Employment Type:	Ongoing		
APS Classification:	Executive Level 1		
FTE:	1 Full Time		
Division:	Experience	Section:	Knowledge
Reports To:	Head of Knowledge		
Direct Reports:	2		

About the Australian National Maritime Museum

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Position Overview

The position is a senior leadership role in the Knowledge team tasked with the management and ongoing development of the museum's maritime archaeology program. The Manager Maritime Archaeology Program plans and leads maritime archaeology projects, team members, equipment, budget and project collaborations. The position provides expert advice across the museum on matters relevant to maritime archaeology and a leading role in acquiring, researching and interpreting the maritime archaeology collection through exhibitions, digital and online programs. The position has a significant role in museum policy, including remaining abreast of relevant maritime archaeology legislation and Protection of Cultural Objects on Loan (PCOL) protocols. The role includes proposing and assessing acquisitions for the National Maritime Collection, plus external loans and high-level donation opportunities. In addition, the role includes line management of the Library Coordinator and oversight of the Museum's Vaughan Evans Library, including collection development and facilities management. In the longer term, it is expected that the position holder will work with the museum's Digital team to develop and maintain a dedicated and vibrant online resource that reflects and showcases the museum's work in maritime archaeology.

Key Responsibilities

- Lead and develop maritime archaeology activities at the museum through engagement in national and international projects through archaeological fieldwork and historical research, in conjunction with key stakeholders and national and international archaeological collaborations.
- Manage the development of a 'centre of excellence' in maritime archaeology by furthering research activities that support and complement broader national maritime heritage efforts.
- Actively plan and deliver maritime archaeology programs, including underwater surveys and collaborative research projects, both within and beyond Australian waters.
- Manage the budget and maintain diving and maritime archaeology equipment according to relevant safety standards and the museum's maritime archaeology policy and procedures, including training and maintaining relevant qualifications.
- Develop the maritime archaeology program's external consultancy opportunities.
- Manage the activities and budget of the Vaughan Evans Library, including subscriptions, collections and facilities.
- Take a leading role in the museum's Acquisitions Committee, and in monitoring the museum's obligations and processes including PCOL, the Collection Development Policy and relevant Maritime Archaeology legislation.
- Engage stakeholders and audiences, through innovative exhibitions and emerging technologies, to highlight the contribution of maritime technologies and voyages to Australian history.
- Represent the Museum in public forums, media opportunities, conferences, and cultural institutions networks.
- Research and publish accounts of maritime archaeology in scholarly, public and specialist forums.
- Research and develop curatorial content for exhibitions and public programs and provide leadership and expert input during exhibition and program development and review.
- Actively seek external grants, funding and key donations and provide support to the ANMM Foundation's fundraising activities.

- Fulfil the key competencies of the classification of this position as defined and described by the Integrated Leadership System (ILS).
- Any other lawful and reasonable request made within this position.

Key Selection Criteria

Essential Criteria

- Occupational SCUBA to 30m qualification (Part 1) under the Australian Diver Accreditation Scheme (ADAS).
- A demonstrated high level of knowledge of, and experience working in the discipline, field and practice of maritime archaeology as a project leader or principal investigator.
- Extensive knowledge of all governance procedures and national and international legislation relevant to maritime archaeology.
- Extensive experience in risk assessment and management of risk in projects relating to maritime archaeological fieldwork.
- An extensive knowledge of Australian maritime history, heritage and culture, including a wide range of published work in maritime archaeology.
- Demonstrated experience in management of staff in a research organisation, museum or similar cultural institution and experience working with academics, historians, archaeologists and other experts in the field.
- High level of knowledge and experience with museum acquisitions policy and procedure, including collection development policies and PCOL loans and acquisitions policies and procedures, in particular regard to maritime archaeology legislation
- A track record of obtaining grants, funding, high-level donations and important acquisitions.
- Solid knowledge of digital and new media, including skills in storytelling and directing the curation of unique and engaging digital experiences both online and in-museum.
- High level public engagement skills and experience in media, conferences, presentations and public speaking.
- Proven experience meeting project deadlines, working within budget constraints and working across multiple diverse projects simultaneously.
- Experience with collection management database systems such as TMS.

Desirable Criteria

- Experience in working with Aboriginal and Torres Strait Islander communities or collections
- Surface-supplied breathing apparatus to 30m qualification (Part 2) under ADAS.
- Relevant international experience, including working with cultures outside Western/English-speaking countries.
- Familiarity with or ability to use archival record keeping systems such as ELO.
- Current Australian driver's licence.

Key Competencies

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Manager:

Name: Dr Peter Hobbins	Signature:	Date:
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People and Culture to Complete:	
PD Prepared by: PAC Team	Date finalised: July 2021