



## NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

<b>Role:</b>	Collections Manager
<b>Department:</b>	Properties
<b>Primary Location:</b>	National Trust Centre (NTC) Observatory Hill, Millers Point, Sydney
<b>Direct Manager:</b>	Head of Collections and Curatorial
<b>Direct Reports:</b>	Casual – Collections Registrar
<b>Hours of Work:</b>	35 per week

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### Organisation Overview

The National Trust of Australia (New South Wales) is Australia's leading heritage conservation organisation, a not-for-profit, community-based charity in operation for more than 75 years. Our vision is to bring the heritage of New South Wales to life for future generations through advocating for the conservation and protection of our built, cultural, and natural heritage.

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### Divisional Overview

The Conservation Department is responsible for:

- caring for the historic properties and collections in the Trust's care
- ensuring best practice conservation outcomes at all National Trust properties
- advocating for the conservation of the built, cultural and natural heritage of NSW
- provision of advocacy support and provision of listing records to both private organisations and the general public
- managing all archive and library services on behalf of the Trust
- provision of restoration appeals services and cemeteries heritage conservation advice
- managing the volunteer Trust's technical committees

We work as a team and all share in the responsibility to help the National Trust be as effective as possible in the work that it does.

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### Primary Purpose

The primary purpose of this role is to provide strategic advice, training and management in relation to the care and conservation of the Trust's extensive Collection, held throughout 28 properties across the State,

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### Key Accountabilities

The position holder has responsibility for:

- Planning and leading the development, organisation, and implementation of efficient collection management services for the National Trust in accordance with the Trust's strategic plan and organisational objectives;
- Providing high level and practical advice and training to staff and volunteers on collection management including housekeeping, safe handling procedures, inward and outward loans, audits, storage, insurance, packing, and movement and transport of objects;

- Leading collections care and cleaning programs, including managing object conservation projects, and oversight of volunteer roles focused on collections care;
- Coordinating Preservation Needs Assessments and other grant-funded opportunities as appropriate, including leading volunteer research projects;
- Monitoring the climate control and environmental factors (including pest control) affecting the Collection and addressing any incidents or concerns;
- Managing acquisitions and de-accessions in accordance with National Trust policies and industry guidelines;
- Supporting physical and intellectual access to the collection through exhibitions, long term loans, and supervised viewings;
- Co-ordinating the activities of the National Trust Collections Committee (which meets quarterly) in respect of the collection, including setting agendas and recording minutes;
- Travelling to properties across the state as required to assist and support the staff and volunteers in their Collections care and management;
- Exercising due diligence to ensure work, health and safety risks are addressed;
- Undertaking all other tasks and duties in consultation with the Head of Collections and Curatorial

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### **Key challenges**

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Keeping informed and up to date with the latest government policies on heritage;
- Positioning the Trust as relevant to culturally diverse and younger generations;
- Working across a diverse stakeholder group to deliver the Trust's priorities;
- Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in weekend and evening activities;
- Ability to drive for prolonged periods of time.

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### **Qualifications**

- Recognised credibility and commitment to heritage/conservation
- At least 5 years' experience in collections care and/or conservation, particularly with regard to collection care, management and conservation
- Appropriate tertiary qualifications or equivalent experience in environment such as fine arts/ cultural heritage / history / museums
- The ability to complete manual work including lifting, carrying, kneeling and moving around large sites.
- Class C drivers' license and a willingness to travel to the various regional properties

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### **Key Result Areas**

#### **Resilience and Courage**

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations

#### **Act with Integrity**

- Represent the organisation in an honest, ethical and professional way and encourage others to do so

**Value Diversity and Inclusion**

- Show respect for diverse backgrounds, experiences and perspectives

**Communicate Effectively**

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community
- Write fluently and persuasively in a range of styles and formats

**Work Collaboratively**

- Facilitate opportunities to engage and collaborate with internal and external stakeholders to develop joint solutions

**Influence and Negotiate**

- Gain consensus and commitment from others in respect of quality collection practices across the properties

**Plan and Prioritise**

- Delivery of an effective risk management and disaster preparedness plan for each property

**Technology**

- Effective utilisation and enhancement of the Collection Management System (currently Vernon) or similar collection management systems and digital photography

**Think and Solve Problems**

- Think, analyse and consider the broader context to develop practical solutions
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence

**Manage and Develop People**

- Support the skills and capabilities of staff and voluntary workforce to achieve optimum performance and benefits for the organisation and deliver results within the agreed timeframes

**Optimise Business Outcomes**

- Delivering asset management approaches which are commensurate with the importance of the Trust's collections
- Demonstrated outcomes in managing, developing, maintaining and care and projection of collections

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*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.*

**Approval Date:** May 2026