

Employment Information Package



Collections Database Administrator

Position number: POS0299

Enquiries:

Name: Malene Bjornskov

Position: Team Leader Collections

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Email: malene.bjornskov@launceston.tas.gov.au

Application closing date: SUNDAY 21 JUNE 2026

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18–28 St John Street
Launceston TAS 7250

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 City of
LAUNCESTON

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Address applications to:

Senior Leader 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.





About the City of Launceston

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.

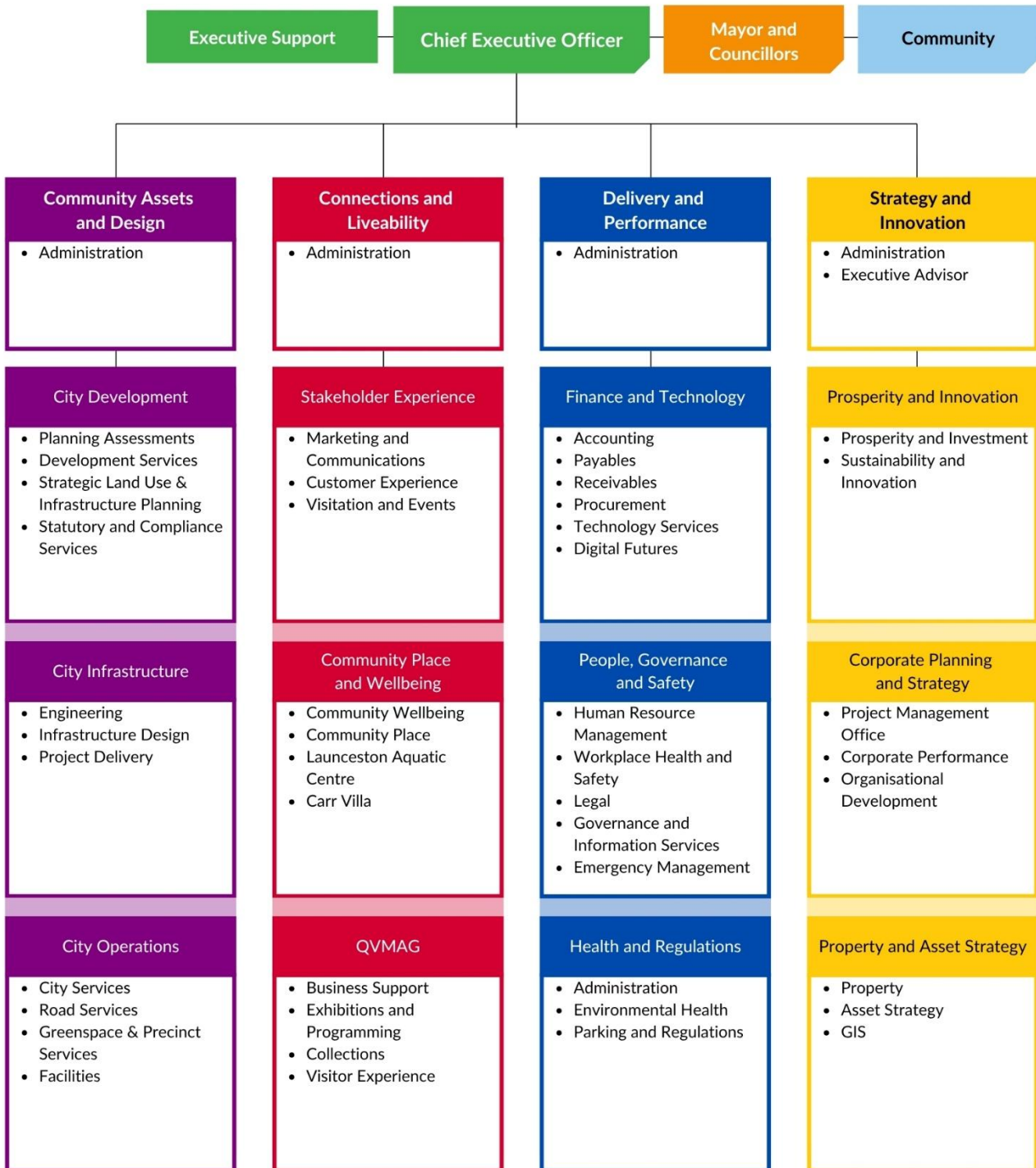
Click [here](#) to view City of Launceston's strategic and annual reporting.

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.

Employee benefits offered by the City of Launceston include:

- 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 Leisure & Aquatic Centre.
- Discounts at the QVMAG 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



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 to 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

At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

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



General conditions of employment

Position title	Collections Database Administrator
Employment terms	Permanent full time
Working pattern	Compressed 4 day work week or 9 day fortnight 76 hours per fortnight
Total remuneration	\$102,844 to \$117,129 per annum* <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$89,235 to \$101,630
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

PF NUMBER:		POS NUMBER:	POS0299
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POSITION TITLE:	Collections Database Administrator
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	Vacant
TEAM:	Collections QVMAG Connections and Liveability
REPORTS TO:	Team Leader Collections
PREPARED BY:	Malene Bjornskov
DATE:	8 May 2026

APPROVED BY:	
NAME:	Ali Kemp
POSITION:	Executive Leader Connections and Liveability

POSITION PURPOSE (Why does this position exist)

The primary purpose of the position is to provide key support skills in administering and maintaining the QVMAG's catalogue from a technical and data management perspective and to provide IT advice and training to QVMAG staff in relation to the Collections Management System (CMS).

Major tasks include import, export, and upload of datasets both to the internal CMS and external sites, data cleaning, mapping, and migration, and administering the online presence of the CMS through the QVMAG website.

Responsibilities also include the implementation and ongoing administration of a new database solution to support the cross-organisation sharing of information through a shared platform. The incumbent will provide system user support for all staff who use the CMS and assist the Registrar to develop and deliver training programs.

This position will also complete customisation and development of the new database system as required, or to liaise with external contractors on development work.

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

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 other teams. Support delivery of the Team's strategic and annual plan actions. Work with other 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 teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Database Administration	Import, export, manage and maintain data sets within a new software platform. Cleansing and mapping of bulk data sets for upload into new and existing platforms. Develop and maintain online access to collections through the QVMAG website and external discovery layers. Bulk upload of data onto externally hosted sites such as Atlas of Living Australia and the National Shipwrecks Database. Work with QVMAG Registrar to develop and implement CMS strategies and improvements.	Functional database sharing information cross agency with a high degree of accuracy and integrity. Complete tasks in a timely manner.
Cross functional team	Participate in internal and external project teams to achieve project outcomes	Team adds value to project roll out.
Supervise software operations and upgrades	Have appropriate procedures and agreements/project management plans in place with system administrators and team for upgrades and system interruptions.	Minimal system down time. Minimal disruption with upgrades

Accountabilities	Activities/Tasks include:	Success looks like ...
Service Management	Accountable/responsible for: Developing and maintaining effective working relationships with Council IT department.	Escalated matters resolved.
Documentation & Records	Establish and maintain documentation and records across all areas of digital content management in accordance with organisational processes.	Documentation and records developed and maintained accurately and in a timely manner.
Risk & Change Management	Adherence to effective risk & change management practices and procedures. Support a culture of managing risk.	Risks identified, assessed and mitigated. Changes made in line with organisational processes.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (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 (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. (Section 28 Work Health & Safety Act 2012)	

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 Focused: considers community/customers in decision making
<ul style="list-style-type: none"> • Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
<ul style="list-style-type: none"> • Create and Innovate: displays initiative & considers different ideas and perspectives
<ul style="list-style-type: none"> • Safety Focused: takes responsibility for own and team's health, well-being and self-care
Position Specific
<ul style="list-style-type: none"> • A sound knowledge of relational database principles combined with highly developed skills in the use of SQL based query, reporting and data manipulation tools
<ul style="list-style-type: none"> • Knowledge and experience in implementing software applications including implementing organisational behavioural and configuration changes to remain compliant
<ul style="list-style-type: none"> • Knowledge of and the ability to apply recognised and contemporary administrative and project management practices in a museum context
<ul style="list-style-type: none"> • A demonstrated ability to effectively communicate and negotiate with various stakeholders both within a cultural institution and with external stakeholders
<ul style="list-style-type: none"> • An ability to operate under pressure and within short timeframes
<ul style="list-style-type: none"> • Excellent written and verbal communication skills
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> • Relevant tertiary qualifications or significant past experience in managing change in a systems environment
<ul style="list-style-type: none"> • Experience working in a museum or gallery environment with demonstrated experience in or high level awareness of contemporary registration practices, including an understanding of cataloguing procedures, and/or experience maintaining a collections management system within a cultural context

REPORTING STRUCTURE	
Leader	Team Leader Collections
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Collections	Team member
QVMAG Teams	Client / Stakeholder / Colleague
CoL Finance	Stakeholder
CoL IT	Stakeholder
External	Nature of Relationships
Related contractors, suppliers and specialists.	Obtain product/treatment information and costings. Co-ordinate supply of goods and services to support project delivery.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$5,000

Confidentiality

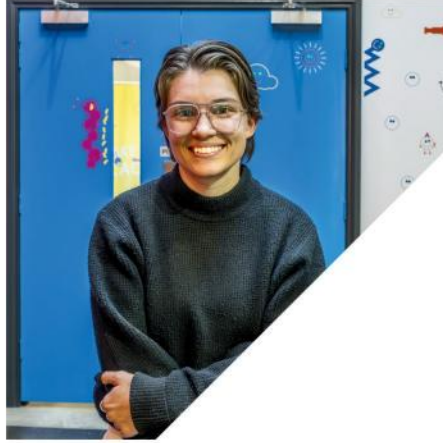
Employees are

- 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
Expectations of a City of Launceston employee: <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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