

Role Description

Strategic Projects Manager



POWERHOUSE

Cluster	Department of Enterprise Investment and Trade
Department/Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Strategic Projects
Role number	51003390
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	139911
PCAT Code	
Date of Approval	16 May 2023
Agency Website	maas.museum

Agency Overview

The Museum of Applied Arts and Sciences sits at the intersection of the arts, design, science, and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes the Powerhouse Ultimo, Sydney Observatory, and Powerhouse Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. The Museum is the custodian of over half a million objects of national and international significance and is considered one of Australia's finest and most diverse collections.

The Museum of Applied Arts and Sciences is undertaking a landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of the Museum's Discovery Centre, Powerhouse Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo.

Primary purpose of the role

The Strategic Projects, Manager is responsible for researching, developing, and writing multi-year programs and strategies delivered at Powerhouse Parramatta. The role develops initiatives, including working with Western Sydney communities to co-design and secure programs providing long-term benefits and connection with the Powerhouse. The role links programs nationally and internationally across the museum sector and specific industries to ensure a dynamic museum program is co-designed between industry and community. The role is responsible for developing budgets and delivery frameworks for key strategies to move into delivery while ensuring the Museum is at the forefront of contemporary museum practice.

Key Accountabilities

- Undertake research, planning, development, and implementation of a new program for Powerhouse Parramatta.
- Identify and develop cultural programs and engagement with the broader community and key national and international prospective partners to ensure the Powerhouse is positioned as a leading Museum of applied arts and Sciences.
- Work in an interdisciplinary manner across project teams and Museum initiatives and lead with a multidisciplinary approach to strategic projects.
- Lead and manage program teams, including internal and external project staff, to deliver all key milestones and outcomes.
- Establish and maintain professional industry networks, build relationships to develop strategic program partnerships, provide identifiable benefits and advocate for the Museum.

- Developing and maintaining internal and external stakeholders and relationships to align with the organisation's strategic framework and the Powerhouse renewal.
- Work collaboratively to develop and evaluate strategic program partnership policies and procedures that align with the organisation's strategic framework and the Powerhouse renewal program.
- Develop and implement strategies and tools for continuously monitoring and evaluating projects, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress and overall effectiveness.

Key challenges

- Managing complex and sensitive consultations and negotiations with diverse stakeholders within agreed timelines, given their varying expectations, viewpoints and interests.
- Achieving multiple program objectives, given limited resources and tight deadlines, and the need to identify interdependencies and balance competing demands and priorities.
- Managing multiple strategic programs, issues, approved budgets, and schedules effectively to best support Powerhouse renewal.

Key relationships

Internal

Who	Why
Director Strategic Projects	<ul style="list-style-type: none"> • Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed.
Strategic Projects Team	<ul style="list-style-type: none"> • Instigate and facilitate programs with key community, national and international organisations.
Curatorial Programs, Research & Learning Teams	<ul style="list-style-type: none"> • Working collaboratively to ensure an integrated organisational approach to cross-disciplinary initiatives.

External

Who	Why
Industry & Community Stakeholders	<ul style="list-style-type: none"> • To ensure excellence in customer service and maximise opportunities and advocate for Powerhouse through ongoing and new relationships.
Peers from cultural organisations nationally and internationally	<ul style="list-style-type: none"> • Engage with the provision of necessary resources and services.
Lenders, collectors, and experts	<ul style="list-style-type: none"> • Representing Powerhouse and its exhibitions and programs.
Powerhouse Visitors	<ul style="list-style-type: none"> • Representing Powerhouse and its activities and its policies.

Role dimensions

Decision making

- Fully accountable for researching, developing, and writing multi-year programs and strategies with the broader community, key national and international organisations.
- Refers to Director Strategic Projects for decisions requiring significant change to, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.

- Has a high degree of autonomy and collaborates with the Strategic Projects team to achieve agreed business objectives and performance criteria within approved work and project plans.

Reporting line

Director Strategic Projects

Direct reports

N/A

Budget/Expenditure

N/A

Essential Requirements

- Relevant tertiary qualification, preferably at the postgraduate level, combined with demonstrated program partnership experience within a major museum, gallery, or leading cultural organisation.
- Proven record of initiating, developing and delivering programs with the broader community and key national and international organisations.
- Demonstrated ability to initiate and develop programs across the cultural sector and industry.
- Demonstrated knowledge of multi-disciplinary programs across exhibitions and public programs.
- Demonstrated ability to effectively consult, contribute to a multidisciplinary team environment and collaborate to achieve goals according to shared expectations and agreed deliverables.
- High level written and oral communication skills; ICT literate, analytical and decision-making skills; project management and strategic planning skills.

Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities.

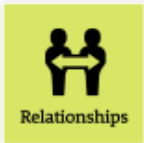
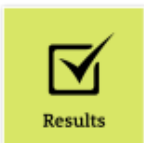
Focus capabilities

Focus capabilities are the capabilities considered the most important for the effective performance of the role. These capabilities will be assessed at recruitment.


The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Present with credibility, engage diverse audiences and test levels of understanding• Translate technical and complex information clearly and concisely for diverse audiences• Create opportunities for others to contribute to discussion and debate• Contribute to and promote information sharing across the organisation• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints• Explore creative ways to engage diverse audiences and communicate information• Adjust style and approach to optimise outcomes• Write fluently and persuasively in plain English and in a range of styles and formats	Advanced


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Work Collaboratively Collaborate with other and value their contribution	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial 'win-win' outcomes Show sensitivity and understanding in resolving acute and complex conflicts and differences Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply the expertise of key individuals to achieve organisational outcomes Drive a culture of achievement and acknowledge input from others Determine how outcomes will be measured and guide others on evaluation methods Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control business unit output to ensure government outcomes are achieved within budgets Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate