POWERHOUSE

NSW GOVERNMENT

Cluster	Department of Enterprise, Investment and Trade
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Program
Location	All MAAS Sites
Classification/Grade/Band	Clerk Grade 11-12
ANZSCO Code	
PCAT Code	
Date of Approval	15 February 2023

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 the Museums Discovery Centre in 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 the finest and most diverse collections in Australia.

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, Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the museum's collection providing new levels of access.

The primary purpose of the role

The Head of Technical Production is responsible for leading and managing all technical production elements for the development and delivery of exhibitions and programs across all sites including Powerhouse Ultimo, Powerhouse Parramatta, Powerhouse Castle Hill, and Sydney Observatory. The role is responsible for the workshop, technical and exhibition teams and ensures the Powerhouse is at the forefront of contemporary museum practice.

Key Accountabilities

- Lead and manage all Production elements for complex multi-disciplinary exhibitions and programs including schedules, budgets, procurement, and contract management.
- Lead and manage the Powerhouse workshop, technical and exhibition teams, and work in an interdisciplinary manner across project teams and Museum initiatives.

- Manage risk and resources across the Production team, including financial, contract management and reporting.
- Provide expert advice and information to the Director and relevant stakeholders on emerging project issues and present recommendations to support program delivery in line with established plans, budgets, timeframes, objectives, and other priorities.
- Develop and implement strategies and tools for the continuous monitoring and evaluation of exhibitions and programs, including risk and contingency management, and project impact and quality measures, to identify and address issues and assess progress.
- Manage internal and external stakeholder relationships through effective communication, negotiation, and issues management to ensure deliverables are met.
- Adhere to all obligations, responsibilities, and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly.

Key challenges

- Managing resources effectively to meet strategic and operational goals of the museum regarding all elements of production.
- Developing and maintaining strong and productive internal and external relationships with stakeholders.
- Delivering consistently high-quality outcomes within tight constraints on resources and timeframes, managing multiple issues competing for attention, and adapting to changing priorities.

Key relationships

Who	Why
Internal	
Chief Executive	- Inform and align strategic outcomes with the vision of the Chief Executive.
Director Curatorial, Collections & Programs	- Receive advice and report on progress towards business objectives and discuss future directions - Provide expert advice and contribute to decision making - Identify emerging issues/risks and their implications and propose solutions
Production teams	- Guide, support, coach, and mentor team members - Lead discussions and decisions regarding key projects and deliverables - Ensure an integrated approach to ensure delivery of multi- disciplinary exhibitions and projects.

Who	Why
Curatorial & Collections & Programs Team	• Work collaboratively to ensure an integrated approach to ensure the delivery of multi-disciplinary projects
Finance Team	• Ensure projects are managed according to the designated project budgets and overall Production budgets.
External	
Industry professionals	• Ongoing consultation, negotiation and liaison and stakeholder engagement
Vendors/Service Providers and Consultants	• Communicate needs, facilitate routine business transactions, and resolve issues • Negotiate and approve contracts and service agreements • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Decision making

- High degree of autonomy to lead and manage teams.

- Delegated authority in decisions relating to staff approvals and allocation of work to teams.

- Develops and implements budgets for Production.

- Fully accountable for the delivery of complex multi-disciplinary exhibitions and projects on time, within, budget and to expectations in terms of quality, deliverables, and outcomes.

- Refers to Director for decisions requiring significant change, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.

Reporting line

Director Curatorial, Collections & Programs

Direct/Indirect reports

- Production Workshop Manager

- Exhibitions Manager

- Exhibition Project Coordinators

- Media Technologies Manager

- Production Administration Officer

Budget/Expenditure

As per Powerhouse financial delegations

Essential requirements

- Demonstrated experience in production and technical management including exhibition design and fabrication, audiovisual and lighting.

- Exceptional project management skills to deliver world-class exhibitions and programs plus demonstrated experience in successfully implementing major projects, coupled with an understanding of the relevant public sector regulations and procedures compliance.

- Extensive resource management skills, including people and performance management

- Tertiary qualifications in a related discipline such as arts management or project management with highly developed skills in the fundamentals of exhibition project management, documentation, construction, and relevant technologies.

- Construction Induction white card

- Current Australian Driver's license

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 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	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Remain composed and calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in response to strong contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues • Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues	Advanced
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• 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**
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders	Adept

		• Encourage others to talk, share and debate ideas to achieve a consensus
		• Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
		• Influence others with a fair and considered approach and sound arguments
		• Show sensitivity and understanding in resolving conflicts and differences
		• Manage challenging relationships with internal and external stakeholders
		• Anticipate and minimise conflict

Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis	Advanced

		• Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria	
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	Advanced
People Management	**Optimise Business Outcomes** Manage people and resources effectively to achieve public value	• Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning • When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes	Adept

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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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	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

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
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	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept

Business Enablers	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	Adept
People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate