

Role Description

Conservator - Program, Grade 3

Cluster	Enterprise, Trade & Investment
Department/Agency	Powerhouse - Museum of Applied Arts and Sciences
Division/Branch/Unit	Collections
Role number	50000568
Classification/Grade/Band	Conservator Grade 3
ANZSCO Code	234911
PCAT Code	3*21191
Date of Approval	May 2024
Agency Website	Powerhouse.com.au

Agency Overview

The Powerhouse Museum sits at the intersection of the arts, design, science, and technology. It plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes the Powerhouse Museum Ultimo, Sydney Observatory, and Powerhouse Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. The Powerhouse 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 Powerhouse is undertaking a landmark renewal program that includes the creation of Powerhouse Parramatta, the most significant cultural infrastructure project since the Sydney Opera House; the expansion of its storehouse in 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 conservation and digitisation of over 380,000 objects from the museum's collection, providing new levels of access.

Primary purpose of the role

This role is for an experienced conservator with project management and leadership experience to implement best practice to conserve and develop the Powerhouse extensive collection with a focus on working collaboratively to enable delivery of programs across all museum sites with an emphasis on the Parramatta Program schedule. Key internal program deliverables include exhibition, public and associated programs, and external stakeholders.

Key accountabilities

1. Develop, evaluate, recommend and implement policies, procedures, operational plans, initiatives and scientific research programs pertaining to conservation and set direction and overall long- and short-term priorities for the Conservation Program team.

2. Implement and integrate approved policies and procedures across Powerhouse and align with best practice and standards.
3. Build and maintain stakeholder relationships, including museums and galleries, government departments and other organizations to advocate for Powerhouse, to develop networks and to build awareness of the Powerhouse programs.
4. Participate in exhibition development and manage conservation aspects of planning, exhibition preparation, movement, transportation, installation and dismantling of objects and exhibition related materials and props.
5. Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.
6. Supervise and motivate staff, volunteers and interns to ensure a high level delivery on Powerhouse Programs, and a culture of optimal external and internal customer service.
7. Assess conservation and preservation needs, participate in optimal preventive conservation activities and procedures, and assist in the identification and management of hazards present in the Museum collections.
8. Ensure the safety, security, location control and maintenance of objects on display and in storage.

Note: This position may be required to act as an object courier on behalf of the Powerhouse.

General Requirements

- Understanding of project management and conservation activities.
- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of the Powerhouse's vision, mission and strategic direction.
- 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.
- Contribute to the development of annual operating budgets and project specific budgets
- Contribute to positioning Powerhouse as the leading museum of applied arts and sciences.

Key challenges

- Working collaboratively with museum staff who are physically distributed across multiple sites.
- Identifying issues adversely impacting on strategic collection services and the development and implementation of strategies to overcome them.
- Effectively balancing the requirements for object access and display with those of security and preservation and engaging positively and persuasively with staff to implement mitigation strategies.
- Working within tight time constraints and shifting priorities.

Key relationships

Who	Why
Internal	
Conservation Manager, Exhibitions Registration Manager Conservator, Grade 3, Collections	Receive overall direction, instruction and guidance from Conservation Manager as well as providing updates on key projects, issues and priorities. Work closely with Exhibitions Registration Manager for delivery of Parramatta Programs, and with Conservator, Grade 3 Collections to optimise access to objects. Collaboratively working to optimise opportunities and shared programming
Lead Conservator, Collections Team	Collaboratively working to optimise opportunities and shared programming
Curatorial and Production Team	Enhance and facilitate opportunities for collection access
Development Team Programs and Engagement Department	
External	
Ministry officers, government departments, auditors, insurers, legal advisors, freight agents, consultants, contractors, suppliers, other international, national and state cultural institutions, professional consultants, members of the public and educational institutions	Contact to provide and gather information; resolve issues and manage the provisions of services to ensure compliance with contracts and service agreements and statutory requirements
Powerhouse visitors	Representing Powerhouse and its activities and policies

Decision making

- Has a high degree of autonomy and is accountable for delivery of programs and services across conservation working within approved plans, budget and quality standards
- Refers to supervisor for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits.
- Works as part of the team to achieve agreed business objectives and performance criteria
- Submits reports, analysis, briefing and other forms of advice with minimal input from supervisor.

Reporting line

Conservation Manager

Direct reports

Conservator, Grade 2 multiple specialisations, within the Conservation Program delivery team

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated and extensive experience in assessing conservation and preservation needs of multi-disciplinary heritage collections
- Tertiary qualification, specialist training and experience in the conservation of cultural materials from multi-disciplinary heritage collections or equivalent plus a minimum of 5 years conservation experience in their subject specialisation.
- Demonstrated knowledge of national and international frameworks, ethics and issues relevant to heritage collections and their exhibition
- Excellent written and verbal communication skills, including the ability to prepare high quality documentation and reports, and collaborate with team members and key stakeholders on complex projects in a multidisciplinary organization.
- Experience in staff management, including training and WH&S issues.
- Demonstrated understanding of risk management and disaster preparedness
- Demonstrated ability to plan, schedule and manage complex projects, allied with excellent organisation skills and attention to detail.
- Ability to prioritise and meet project deadlines within budget.
- Demonstrated ability working with collection database, such as Emu.
- Experience working with institutional software such as SAP and Finance.

Essential requirements

- Tertiary qualification, specialist training and experience in the conservation of cultural materials from multi-disciplinary heritage collections, or equivalent, plus a minimum of 5 years conservation experience
- Physical requirements: This role requires the physical capability to stand for long periods of time, fine motor skills and manual dexterity to safely handle collection objects.
- Driver's licence required or willingness to obtain.

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	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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>	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
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Advanced
 <p>Results</p>	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> • Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Evaluate outcomes and adjust future plans accordingly 	
	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<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 	Advanced
 <p>People Management</p>	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> Clarify the work required, and the expected behaviours and outputs Clearly communicate team members' roles and responsibilities Contribute to developing team capability and recognise potential in people Recognise good performance, and give support and regular constructive feedback linked to development needs Identify appropriate learning opportunities for team members Create opportunities for all team members to contribute Act as a role model for inclusive behaviours and practices Recognise performance issues that need to be addressed and seek appropriate advice 	Advanced

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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Advanced
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Advanced
	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