

# Role Description

## Manager, Collection Operations and Digitisation Projects



Role Description Fields	Details
Cluster	Planning, Industry and Environment
Department/Agency	Powerhouse Museum
Division/Branch/Unit	Collection Relocation and Digitisation Project
Role number	
Classification/Grade/Band	9/10
Senior executive work level standards	Work Contribution Stream: Professional/Specialist
ANZSCO Code	
PCAT Code	
Date of Approval	November 2022
Agency Website	<a href="https://www.maas.museum/">https://www.maas.museum/</a>

### 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 1879, the museum includes the Powerhouse Museum, Sydney Observatory and the Museums Discovery Centre. The Museum is custodian to 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 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 338,000 objects from the museum's collection providing new levels of access.

### Primary purpose of the role

In response to the Powerhouse renewal, the Manager, Collection Operations and Digitisation Projects is responsible for managing key digitisation workstreams, complex collection logistics and operations. The role will manage project workflows, collection movement and relocation logistics, project streams within approved frameworks and budgets. The role will collaborate with teams across the organisation and externally to ensure world class standards are embedded across project delivery.

## Key accountabilities

- Plan, manage and deliver complex logistical requirements to support the digitisation, relocation and storage of large-scale Collection object and de-installation of the Museum's collection across Powerhouse sites.
- Manage the Museum's collection digitisation project according to professional museum and archival standards.
- In consultation with Curatorial and Collection staff implement policy, procedures, and standards to minimise risk to the Collection.
- Implement and deliver plans for the digitisation and movement of objects at Powerhouse Ultimo, storage at Powerhouse Castle Hill and install at Powerhouse Parramatta.
- Supervise and manage staff and resources to ensure a high level of collection conservation and management.
- Procure and contract specialised services to as required.
- Ensure appropriate compliance with work health and safety, risk management, collection preservation, collection incident response and asset management of collection stores and collection logistics projects.
- Manage and contribute to the Museum's collection and collection-based information systems
- Contribute to the development of annual operating budgets and project specific budgets.
- Drive and manage negotiations and communications with key external and internal stakeholders regarding the Museum's major collection storage strategies and plans.
- This position may be required to act as an object courier on behalf of the Powerhouse.

## 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 safety, security and preservation.

## Key relationships

### Internal

Who	Why
Head of Collection Relocation and Digitisation Project	<ul style="list-style-type: none"><li>• Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed.</li></ul>
Strategic Collections Team	<ul style="list-style-type: none"><li>• Collaboratively working to optimise opportunities and shared strategic planning and programming.</li></ul>
Curatorial, Production, Programs and Education Teams	<ul style="list-style-type: none"><li>• Collaboratively working to optimise opportunities and shared programming, and to enhance optimise opportunities for collection access.</li></ul>

### External

Who	Why
Government departments, consultants, contractors, suppliers	<ul style="list-style-type: none"><li>• * To ensure excellent customer service, and maximise relationships and opportunities</li></ul>

## Role dimensions

### Decision making

Substantial autonomy for the delivery of work streams, working with the approved frameworks and budgets. Consults with and refers to the Head of Collection Relocation Digitisation Project and Director, Strategy and Operations for decisions regarding project outcomes and timeframes, issues that may escalate, high-level financial delegation, or submissions to the Executive team, Trustees or Government.

The role defers to the Director, Strategy and Operations on issues of a sensitive or political nature or those that require a higher level of financial delegation.

### Reporting line

Head of Collection Relocation and Digitisation Project

### Direct reports

Project Staff as required.

### Budget/Expenditure

Nil

## Key knowledge and experience

- Experience in the handling, packing, transport, and storage of all types of museum objects, to professional museum level, with experience in large and complex objects and logistics.
- Extensive knowledge and experience in museum collection management, digitisation and documentation, including exhibition processes.

## Essential requirements

- Relevant qualifications or equivalent experience working in a collecting institution
- Proven experience in application of essential qualifications and licenses:
- Driver's License (MR Preferred)
- Forklift License
- Dogging Permit
- Elevated Work Platform license
- Firearms handling license (or eligibility to obtain)
- General construction induction card

## 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	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Take the initiative and act in a decisive way</li> <li>Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation</li> </ul>	Advanced
 Relationships	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>Recognise outcomes achieved through effective collaboration between teams</li> <li>Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government</li> <li>Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions</li> <li>Network extensively across government and organisations to increase collaboration</li> <li>Encourage others to use appropriate collaboration approaches and tools, including digital technologies</li> </ul>	Advanced
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes</li> <li>Drive a culture of achievement and acknowledge input from others</li> <li>Determine how outcomes will be measured and guide others on evaluation methods</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>Control business unit output to ensure government outcomes are achieved within budgets</li> <li>Progress organisational priorities and ensure that resources are acquired and used effectively</li> </ul>	Advanced



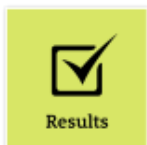
---

### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the links between the business unit, organisation and the whole-of-government agenda
- Ensure business plan goals are clear and appropriate and include contingency provisions
- Monitor the progress of initiatives and make necessary adjustments
- Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately
- Consider the implications of a wide range of complex issues and shift business priorities when necessary
- Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning

Advanced



---





### Think and Solve Problems

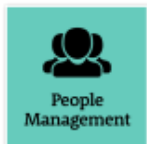
Think, analyse and consider the broader context to develop practical solutions

- 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
- 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

Advanced

---

	<p><b>Demonstrate Accountability</b></p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>• Design and develop systems to establish and measure accountabilities</li> <li>• Ensure accountabilities are exercised in line with government and business goals</li> <li>• Exercise due diligence to ensure work health and safety risks are addressed</li> <li>• Oversee quality assurance practices</li> <li>• Model the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks</li> <li>• Incorporate sound risk management principles and strategies into business planning</li> </ul>	<p>Advanced</p>
	<p><b>Procurement and Contract Management</b></p> <p>Understand and apply procurement processes to ensure effective purchasing and contract performance</p>	<ul style="list-style-type: none"> <li>• Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing</li> <li>• Conduct delegated purchasing activities in line with procedures</li> <li>• Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</li> </ul>	<p>Intermediate</p>
	<p><b>Project Management</b></p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</li> </ul>	<p>Intermediate</p>
	<p><b>Manage and Develop People</b></p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation</li> <li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>	<p>Advanced</p>



### Inspire Direction and Purpose







Communicate goals, priorities and vision, and recognise achievements





- Promote a sense of purpose and enable others to understand the links between government policy, organisational goals and public value
- Build a shared sense of direction, clarify priorities and goals, and inspire others to achieve these
- Work with others to translate strategic direction into operational goals and build a shared understanding of the link between these and core business outcomes
- Create opportunities for recognising and celebrating high performance at the individual and team level
- Instil confidence, and cultivate an attitude of openness and curiosity in tackling future challenges

## 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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced

	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
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational