

Role Description

Team Leader Registration

Cluster	Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Exhibitions: Strategic Collections
Location	All MAAS Sites
Classification/Grade/Band	Registrar Grade 1
ANZSCO Code	139911
PCAT Code	3119192
Date of Approval	
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 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.

Organisational Context of Position

The **Curatorial, Collections and Exhibitions** Department, encompassing Curatorial, Strategic Collections and Production works cooperatively to develop, manage and conserve collections, conduct research, develop, source, deliver, interpret and maintain long-term and temporary exhibitions. The Department provides content to the Museum's ambitious and multi-faceted programs and experiences. The Department initiates and proactively explores ways to expand and disseminate knowledge about the collection.

Strategic Collections is one of three teams reporting to the Director, Curatorial, Collections and Exhibitions and encompasses Registration, Conservation and Library.

The **Registration unit** manages the Museum's collection and collection-based information according to professional museum standards, and NSW regulatory requirements, including documentation, processing, access, inward and outward loans, storage, movement and transport of objects, and creating and maintaining records for these. The unit has a major responsibility for co-ordinating all audit, valuation, insurance, collection copyright, and legal matters relating to the collection; and participates in exhibition development including planning, exhibition preparation and installation and dismantling. Registration also manages the Museum's archives both institutional and acquired, servicing internal and external access and managing the archives management database.

Primary purpose of the role

The MAAS Project is the relocation of the Powerhouse Museum and part of a wider government project for the creation of a new arts and cultural precinct in western Sydney. The Registrar will be part of a team working on the preparation of the collection currently stored at Ultimo for digitisation and relocation to the Museums Discovery Centre.

Key accountabilities

1. Maintain established working relationships with internal units to achieve an effective, integrated and interdisciplinary approach to strategic collections management.
2. Assist the Manager with relevant operational planning processes and policy development and contribute to the implementation of the Museum's strategic plan.
3. Build and maintain external stakeholder relationships, including museums and galleries, government departments and other organisations to advocate for MAAS, to develop business networks and to build awareness of the MAAS programs.
4. Contribute to and administer to the Museum's collection and collection-based information systems according to professional museum standards, and NSW regulatory requirements, including, but not limited to, collection management, documentation and cataloguing, processing, access, storage, movement and transport of objects, and creating and maintaining records for these.
5. Ensure the safety, security, location control and maintenance of objects on display and in storage.
6. Contribute to the coordination for all audit, valuation, insurance, collection copyright, and legal matters relating to the collection.
7. Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.
8. Supervise staff to ensure a high level of collection management practice and a culture of optimal external and internal customer service.
9. This position may be required to act as an object courier on behalf of MAAS.

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives
- 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
- Ensure MAAS is positioned as the leading museum of applied arts and sciences

Key challenges

- Working collaboratively with Museum staff who are physically distributed across multiple sites



- Ability to priorities and meet project deadlines within budget
- Identify issues adversely impacting on Strategic Collection services and the development and implementation of strategies to overcome them
- Effectively balance the requirements for object access and display with those of security and preservation

Key relationships

Who	Why
Internal	
Collection Logistics Coordinator	Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
Collection Logistics Relocation Team	Work collaboratively to contribute to achieving team outcomes
Stakeholders	Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation
External	
VIPs, government agencies Lenders, collectors, donors, sponsors Media Contractors and consultants Peers, cultural organisations	To ensure excellent customer service, and maximise relationships and opportunities
MAAS Visitors	Representing MAAS and its activities and policies

Role dimensions

Decision making

This role:

- Works as part of the team to achieve agreed business objectives and performance criteria
- Submits reports, analysis, briefing and other forms of advice with input from supervisor
- Has a degree of autonomy and is accountable for delivery of registration services 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

Reporting line

Collection Logistics Storage Manager

Direct reports

Assistant Registrar grade 1, Collections officer

Budget/Expenditure

Nil

Essential requirements

1. A sound knowledge and experience in museum collection management and documentation, including storage and exhibition processes.
2. Experience in the handling, packing, transport and storage of all types of museum objects, to professional museum level, and sound knowledge of national and international freight procedures.
3. Demonstrated ability to plan, schedule and manage projects, allied with excellent organisation skills and attention to detail.
4. Knowledge and experience of collection information systems, barcoding and digital photography, including solution development and implementation.
5. Excellent written and verbal communication skills, including the ability to prepare high quality documentation and reports.
6. Demonstrated understanding of risk management and disaster preparedness.
7. Ability to prioritise and meet project deadlines within budget.

Qualifications:

- The position requires a relevant degree or appropriate qualifications.
- Essential:
 - Driver's licence
- Desirable:
 - Relevant post graduate qualifications are also desirable

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework








This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

This role also utilises an occupation specific capability set.

Capability summary

The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Advanced
	Procurement and Contract Management	Adept
	Project Management	Adept
 People	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept

Manage Reform and Change	Adept
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Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • 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 a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing and communication and

		<p>collaboration across the organisation and cross government</p> <ul style="list-style-type: none"> Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others 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 output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness

Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Technology	Advanced	<ul style="list-style-type: none"> • Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols, and policies
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects