

Cluster	Department of Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections and Exhibitions
Location	All MAAS sites
Classification/Grade/Band	Clerk Grade 1/2
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	20 September 2018
Agency Website	<a href="https://maas.museum/">https://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.

### Primary purpose of the role

Assist in the storage and preventative maintenance of the collection by undertaking object movement in-house and off-site, including but not limited to handling, transport, storage, packing, location, stocktaking, object digital imaging and ongoing maintenance of collection stores, ensuring optimal internal and external access to the collections.

### Key accountabilities

- Monitors object movement at all stages and is responsible for keeping the collections inventory database up-to-date; assists with the photography and digitising of the collection.
- Organises, inventories, moves, packs, handles, locates and transports the collections in-house and off-site as appropriate and as required.
- Maintains and organises collection stores ensuring safe handling and referencing safe work method statements and standard operation procedures.
- Performs other collections-related activities as assigned.
- Participate in program development including movement, transportation, installation and dismantling of objects and exhibition related materials and props.
- Ensure adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.

- This position may be required to act as an object courier on behalf of MAAS.
- Assist with ensuring the safety, security, location control and maintenance of objects on display and on storage.

## 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 balance the requirements for object access and display with those of security and preservation.

## Key relationships

Who	Why
<b>Internal</b>	
Programs and Engagement Department	<ul style="list-style-type: none"> <li>• Enhance opportunities for collection access</li> </ul>
Marketing and Development Team, Strategic Collections Team, Curatorial and Production Teams	<ul style="list-style-type: none"> <li>• Collaboratively working to optimise opportunities and shared programming</li> </ul>
Registration Manager	<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>
<b>External</b>	
MAAS Visitors	<ul style="list-style-type: none"> <li>• Representing MAAS and its activities and policies</li> </ul>

## Role dimensions

### Decision making

Accountable for delivery of registration services working within approved policies, processes and procedures 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.

### Reporting line

Registration Manager

### Direct reports

Nil.

### Budget/Expenditure

Nil.

## Essential requirements

### Knowledge

- A knowledge of museum collection management and a sound knowledge of handling and packing techniques, including fragile objects, is preferred.
- Knowledge of principles of risk assessment and workplace health and safety

### Skills

- Good organisational and communication skills.
- Ability to write brief reports including project status reports and internal communications
- Ability to prioritise
- Ability to be trained in operation of the EMu computer system, bar coding system and basic digital photography to record object identity and locations.
- C class Driver's license, and willingness to drive a small truck
- A Medium Rigid license would be an advantage
- Fork lift driver's license and recent experience
- Ability to work flexibly as a member of a team
- Ability to exercise care in the handling of museum objects, and record object locations accurately
- Good manual dexterity
- Ability to lift and carry objects
- Ability to prioritise and balancing responsibilities and meet project deadlines

### Experience

- Experience in the handling and packing of fragile objects is desirable
- Museum-related experience would be an advantage

## 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](http://www.psc.nsw.gov.au/capabilityframework)

This role also utilises an [occupation specific capability set](#).


### Capability summary

Below is the full list of capabilities and the level required for this role. 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
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>

## Occupation / profession specific capabilities

Capability Set	Category and Sub-category	Level and Code
 SFIA		

## 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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis which others will use to inform project directions</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Understand project goals, steps to be undertaken and expected outcomes</li><li>• Prepare accurate documentation to support cost or resource estimates</li><li>• Participate and contribute to reviews of progress, outcomes and future improvements</li><li>• Identify and escalate any possible variance from project plans</li></ul>

## Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category and Sub-category	Level and Code	Level Descriptions
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