

Role Description

Corporate Partnership Manager



Role Description Fields	Details
Cluster	Premier and Cabinet
Department/Agency	Museum of Applied Arts & Sciences
Division/Branch/Unit	Corporate Resources
Role number	
Classification/Grade/Band	Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	111111
PCAT Code	111111
Date of Approval	15 September 2022
Agency Website	www.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 1881, the museum includes the Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the Museum's new flagship - Powerhouse Parramatta. 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 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, the renewal of the iconic Powerhouse Museum in Ultimo and the digitisation of the Powerhouse collection.

Primary purpose of the role

The Corporate Partnership Manager will be the key relationship manager for all the Powerhouse's corporate sponsors and leads in delivering the contractual obligations of the sponsors.

Key accountabilities

- Manage corporate partnerships servicing, reporting, budgeting and renewals, delivery of contractual obligations and benefits to fulfil agreements and create mutually beneficial brand building opportunities for all parties.
- Develop and manage the design and production of proposals and presentations, agreements, internal and external reports and correspondence to facilitate the acquisition and successful delivery of corporate partnerships.
- Manage accurate partnership records through the Powerhouse's CRM system to ensure correct and current information is maintained.
- Deliver excellent client service and utilise communication, presentation, networking and relationship building skills to communicate effectively with corporate sponsors.

- Work in an interdisciplinary manner across project teams and Museum initiatives.

Key challenges

- Fostering an organisation-wide understanding of the benefits of corporate sponsorship and encouraging collaboration to develop excellent internal working relationships.
- Managing and influencing a diverse range of internal stakeholders to deliver on the objectives of each sponsorship.
- Maintaining current knowledge of information, policy and legislation in the sponsorship sector to ensure the Museum maintains best practice.
- Strategically balance competing priorities and ensure goals are achieved on time with limited resources.

Key relationships

Internal

Who	Why
Head of Major Gifts	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues and priorities. • Provide advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Campaign Team	<ul style="list-style-type: none"> • Collaborate with members of the department to achieve Departmental objectives.
Membership, Programming and Engagement, Curatorial, Exhibitions and project teams	<ul style="list-style-type: none"> • Collaborate on sponsor deliverables. • Communicate across the teams to ensure sponsor benefits are being delivered and to coordinate the delivery of sponsor and donor events and activations. • Provides and receives expert advice, assistance, collaborates and shares information to achieve project outcomes.

External

Who	Why
Corporate Sponsors	<ul style="list-style-type: none"> • Maintain and foster positive relationships. • Provide information and guidance about benefits and programs.

Role dimensions

Decision making

- Makes day to day decisions relating to work priorities and workload management.
- Consults with supervisor on issues with the potential to escalate or create precedent.
- Refers to supervisor for decisions that require significant change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegations limits.
- Excellent organisational skills with attention to detail.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Maintains efficient lines of communication at all levels.
- Works both as part of a team and autonomously with limited supervision with changing priorities and pressured deadlines whilst maintaining a flexible and professional approach.
- Is accountable and responsible for the effective management of financial and other resources within set budget and resource parameters.

- Makes decisions and acts within Government sector core values, strategic plans and priorities, legislative and regulatory frameworks, delegations, agency policy and procedural frameworks and guidelines, and professional standards.
- Uses time management, analytic and problem-solving skills and the ability to manage multiple projects with competing timelines.

Reporting line

The Corporate Partnerships Manager reports to the Head of Major Gifts.

Direct reports

Nil

Budget/Expenditure

Powerhouse financial delegations

Key knowledge and experience

- Experience in stewarding sponsors, customers or client relationships.
- Highly developed negotiation, communication and interpersonal skills with demonstrated ability to communicate effectively and establish relationships with a diverse range of internal and external stakeholders.
- Knowledge of current policy and legislation, major trends, leading practice and external influences affecting corporate sponsorship.

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.

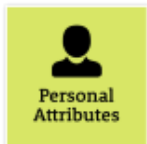
Focus capabilities

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
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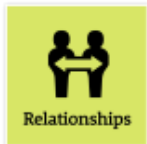


Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

- 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

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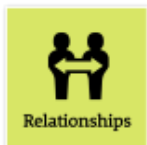


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

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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
- 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











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	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • 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
	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 • Evaluate outcomes and adjust future plans accordingly 	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of 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 own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept

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	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate