

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	Conservator, Grade 2
ANZSCO Code	234911
PCAT Code	
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 Division provides content to the Museum's ambitious and multi-faceted programs and experiences. The Division initiates and proactively explores ways to expand and disseminate knowledge about the collection.

Strategic Collections is one of three units reporting to the Director, Curatorial, Collections and Exhibitions and encompasses Registration, Conservation and Library. The Manager Conservation is one of three Managers reporting directly to the Head Strategic Collections.

Conservation

The Conservation team is responsible for the continual care and conservation management of the collection according to standards appropriate to Australian conditions and in accordance with legislative obligations, strategies and actions and in line with accepted National Standards. The team has major responsibility for ensuring the preservation, maintenance, conservation, storage and protection of the collection through the following programmes - preventive conservation; conservation treatment, storing collections, display and use, moving collections, research and outreach. Conservation develops policy outlining the high-level principles and guidelines that the Museum follows to achieve its aim of caring for and protecting its collections at all times.

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. Team leader Conservation 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

- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS' vision, mission and strategic direction
- Contribute to the development of annual operating budgets and project specific budgets
- 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
- Assist the Manager with relevant operational planning processes and policy development and contribute to the implementation of the Museum's strategic plan
- 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
- Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place
- Assess conservation and preservation needs, participate in optimal preventive conservation activities and procedures, undertake research and assist in the identification and management of hazards present in the Museum collections
- Ensure the safety, security, location control and maintenance of objects on display and on storage
- This position may be required to serve as an object courier on behalf of MAAS

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS' 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
- 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 prioritise 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	
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
MAAS visitors	Representing MAAS and its activities and policies

Decision making

- Is accountable for delivery of conservation 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
- 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

Reporting line

Collection Logistics Coordinator

Direct reports

Conservator Grade 1 and Assistant Conservators

Budget/Expenditure

Nil

Essential requirements

- 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 2 years conservation experience in their one or more subject specialisation areas
- Knowledge of national and international frameworks, ethics and issues relevant to heritage collections
- 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 organisation
- Ability to prioritise and meet project deadlines within budget
- Demonstrated understanding of risk management and disaster preparedness
- Experience in staff management, including training and WHS issues
- Demonstrated ability to plan, schedule and manage projects, allied with excellent organisation skills and attention to detail
- Driver's license required (or willingness to obtain)



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

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	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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 Level	Capability	Behavioural Indicators
Personal Attributes Adept	Act with Integrity	<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 Intermediate	Manage Self	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Intermediate	Communicate Effectively	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly

NSW Public Sector Capability Framework		
Group Capability	and Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Conduct delegated purchasing activities, complying with prescribed guidelines and procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues