

# Role Description

## Exhibition Project Officer Lead



Role Description Fields	Details
Cluster	Enterprise, Trade & Investment
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement / Exhibitions
Role number	50000442
Classification/Grade/Band	Exhibition Project Officer Level 6-8
Senior executive work level standards	n/a
ANZSCO Code	331211
PCAT Code	1219122
Date of Approval	May 2023
Agency Website	<a href="https://australian.museum/">https://australian.museum/</a>

### Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past, present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: To ignite wonder, inspire debate and drive change.

The AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

### Primary purpose of the role

The Exhibition Project Officer Lead will be primarily responsible for working as part of the Production Team in the development and delivery of exhibition projects at the Australian Museum. Tasks shall include, but not be limited to, taking a lead role on small- to mid-sized projects with regards to production and delivery, fabricating components such as plinths and object mounts, installing and de-installing displays, and workshop oversight and maintenance. The role holder will work as part of the team to ensure that exhibitions are

delivered on time, maintained to the highest standards and to ensure that the visitor experience is engaging, enjoyable and safe.

## Key accountabilities

- Supervise and monitor production and delivery on small- to mid-sized projects and on occasion, under the supervision of the Production Coordinator, larger projects.
- Supervise exhibition project officers on fabrication and installation/de-installation of museum exhibitions on site and occasionally off-site in keeping with the visitor experience as outlined in the exhibition plans, schedules and budgets.
- Support the oversight and maintenance of the fabrication workspaces to comply with WH&S standards and best practices.
- Arrange quotes, prepare time and cost estimates and support the preparation of budgets for resources required.
- Undertake accurate Record keeping in the areas of production involvement with project teams and the Production unit as per the Government Records Act and for overall accountability.
- Coordinate WH&S policies and procedures and take all reasonable care that any action or omissions do not impact on the health, safety and welfare of themselves or any other person including the Museum visitors.

## Key challenges

- Problem solving of complex issues and requirements for projects requiring specific fabrication approaches, which may also include cultural sensitivity and competency.
- Delivery and installation in a timely manner as per project deadlines and budget limitations, working across competing and simultaneous projects with limited resources and time.
- Work with a range of staff in relation to collections, conservation and exhibition installation.

## Key relationships

### Internal

Who	Why
Head of Exhibitions	<ul style="list-style-type: none"> <li>• Provide project status updates and information regarding project variations.</li> <li>• Seek and receive guidance, direction and feedback regarding work performance; escalate major issues and receive regular updates on project delivery issues and priorities.</li> </ul>
Production Coordinator	<ul style="list-style-type: none"> <li>• Receive supervision on assigned projects on a day-to-day basis</li> <li>• Seek and receive guidance, direction and feedback regarding work performance; escalate minor issues and receive regular updates on project delivery issues and priorities.</li> </ul>
Exhibition Producers	<ul style="list-style-type: none"> <li>• Provide advice and solutions to influence decisions and approaches for projects under design and construction requiring specialist technical input</li> </ul>
Production Unit	<ul style="list-style-type: none"> <li>• Coordinate, oversee and collaborate for the production and delivery of exhibitions, lending expertise to build competency and develop other staff.</li> </ul>
Casual Exhibition Production Officers	<ul style="list-style-type: none"> <li>• Coordinate, oversee and collaborate for the production and delivery of exhibitions</li> </ul>

## External

Who	Why
Key contracted parties	<ul style="list-style-type: none"><li>Liaise with regarding the delivery of exhibitions and program spaces at the required time, on budget and to agreed quality standards</li></ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

### Reporting line

The Exhibition Project Officer Lead reports to the Head of Exhibitions.

### Direct reports

Nil, except for contractors and or casual staff on an as need basis.

### Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

## Key knowledge and experience

- Demonstrated knowledge of and experience in leading the production and delivery of museum exhibitions as well as working collaboratively as part of a project team.
- Exhibition Project Officers are required to have a very high level of skills in Fabrication and Construction or Preparation. Including Maintenance Management, Estimating & Costing and Network planning.
- Holding the following licences are desirable for the role: NSW driver's licence, Construction White Card; Elevated Work Platform (Types: VL, SL), Forklift.

## Essential requirements

- Possesses a trade certificate in areas of Carpentry/Joinery, Cabinet Making or equivalent; or minimum of five years' experience in a relevant field of exhibition production; or who possesses a recognised degree, as Applied Arts, Fine Arts, Engineering or qualifications deemed equivalent; or who has relevant work experience of not less than nine years.

## 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

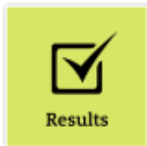
### Focus capabilities

*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
	<p><b>Display Resilience and Courage</b></p> <p>Be open and honest, prepared to express your views, and willing to accept and commit to change</p>	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change</li> <li>• Offer own opinion and raise challenging issues</li> <li>• Listen when ideas are challenged and respond appropriately</li> <li>• Work through challenges</li> <li>• Remain calm and focused in challenging situations</li> </ul>	Intermediate
	<p><b>Manage Self</b></p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Stay motivated when tasks become difficult</li> </ul>	Intermediate
	<p><b>Communicate Effectively</b></p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Focus on key points and speak in plain English</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others to gain an understanding and ask appropriate, respectful questions</li> <li>• Promote the use of inclusive language and assist others to adjust where necessary</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Write and prepare material that is well structured and easy to follow</li> <li>• Communicate routine technical information clearly</li> </ul>	Intermediate
	<p><b>Work Collaboratively</b></p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate

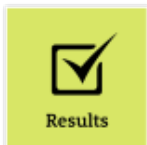


### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate



### Think and Solve Problems

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

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



### Project Management

Understand and apply effective planning, coordination and control methods








- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

## 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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational

	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	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