

Role Description

Research Coordinator

POWERHOUSE

Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Department/Agency	Powerhouse - Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Programs
Role number	51004375
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	132511
PCAT Code	1119192
Date of Approval	06 May 2022
Agency Website	Powerhouse.com.au

Agency overview

The Powerhouse Museum sits at the intersection of the arts, design, science, and technology. It plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes the Powerhouse Museum Ultimo, Sydney Observatory, and Powerhouse Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. The Powerhouse is the custodian of over half a million objects of national and international significance and is considered one of Australia's finest and most diverse collections.

The Powerhouse is undertaking a landmark renewal program that includes the creation of Powerhouse Parramatta, the most significant cultural infrastructure project since the Sydney Opera House; the expansion of its storehouse in Castle Hill, which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the conservation and digitisation of over 380,000 objects from the museum's collection, providing new levels of access.

Primary purpose of the role

The purpose of this role is to provide research production and coordination support for external industry and tertiary related projects.

Key accountabilities

- Organise research talks, research symposia, research conference, specialists workshops and talks to enrich research dissemination and the profiling of newly developed methods and projects.
- Coordination and support for all Australian Research Council (ARC) applications, contract, and reports.
- Coordination and support of research, exhibition, and acquisition related activities.
- Coordination and support for research service delivery on projects with industry and tertiary contracts.
- Prepare publication and digital materials for print and online distribution, including rights and permissions, photography, editorial and other services.
- Collaborate with the assistant research coordinator and collections to facilitate and maintain workflows for research access, analysis, and documentation.

Key challenges

- Work in an interdisciplinary manner across research project teams and Museum initiatives and contribute to the successful delivery of research outputs
- Ensuring Powerhouse is positioned as a leader in research from a wide range of disciplines
- Deliver quality work in a fast paced environment
- Manage complex relationships with external partners from industry and tertiary institutions

Key relationships

Internal

Who	Why
Curatorial	<ul style="list-style-type: none">• Involvement and collaboration to produce research projects
Conservation	<ul style="list-style-type: none">• Collaboratively working to achieve research aims and analysis
Collections	<ul style="list-style-type: none">• Facilitate research/partner access to collection and documentation,• Contribute to loans and acquisitions that originate in research
Finance	<ul style="list-style-type: none">• Receive guidance on procurement and budget status

External

Who	Why
Research Partners	<ul style="list-style-type: none">• Ongoing consultation, negotiation and liaison and stakeholder engagement. Action agreed tasks.
Legal Governance	<ul style="list-style-type: none">• Seek advice on contract agreements

Role dimensions

Decision making

Is accountable for delivery speaking events, workshops, conferences, and research symposia working within approved plans, budget and quality standards

Refers to Research Manager for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create precedent; or are outside of delegation limits

Delivers activities to achieve agreed business objectives and performance criteria
Submits reports, analysis, briefing and other forms of advice with input from supervisor

Reporting line

Research Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Effective communication skills to collaborate with various stakeholders
- Efficient time-management skills
- Ensure the provision of a high standard of internal and external customer service
- Proven writing skills for publications

Essential requirements

- Relevant tertiary qualifications or a minimum 2 years' experience in a comparable position providing research support

- Experience with collection database management systems (ideally EMu) is desirable
- High level written and oral communication skills; time-management skills and demonstrated ability to manage projects and effectively prioritise and work well under pressure.

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.

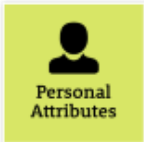
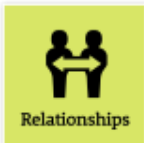
The capabilities are separated into focus capabilities and complementary capabilities

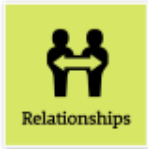
Focus capabilities

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
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<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 • Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • 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 	Adept



Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	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	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	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	Intermediate