

Role Description

Senior Editor, Publishing

POWERHOUSE

Cluster	Department of Creative Industries, Tourism, Hospitality and Sport (CITHS)
Agency	Powerhouse - Museum of Applied Arts and Sciences
Division/Branch/Unit	Strategy & Operations
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	212412
PCAT Code	1119192
Date of Approval	3 July 2024
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 Senior Editor is responsible for providing high-quality, timely and accurate publishing and editorial services for a wide range of print, digital and online Powerhouse products for hard copy and electronic dissemination, such as public programming, exhibition-related materials, catalogues, guidebooks, brochures, monographs, and educational, promotional, operational and corporate materials. They are also responsible for managing assigned budgets and schedules for key projects in a variety of fields that may include food, astronomy, fashion, architecture, design, and other spheres of industry and cultural production at any one time.

Key Accountabilities

- Develop proposals for project content plans and commissioning briefs
- Coordinate key production milestones, guiding Editors, Publishing and liaising with other teams, such as graphic designers and web producers
- Deliver high-quality, accessible and engaging interpretation strategies, communication briefs, publishing proposals and text for exhibitions, print, digital and online materials
- Contribute to the development and publication of public and educational programming, research publications, exhibition-related materials, catalogues, guidebooks, brochures, monographs, and promotional, operational and corporate materials for hard copy and electronic dissemination
- Provide technical and project management expertise to ensure budgets, schedules, contracts, and administration tasks meet all requirements and approvals
- Provide information and guidance to stakeholders and collaborators on publishing and editorial requirements, including making recommendations to support project planning and decision-making across the organisation
- Contribute to continuous improvement and new ways of working within the team, including the review of editorial and publishing guidelines and standards to support consistency in communications
- Provide guidance to the Editor/s and publication collaborators
- Coordinate key production milestones to meet project deadlines
- Work closely with the Manager, Publishing, Head of Publishing and internal and external collaborators

Key challenges

- Efficiently manage multiple projects across a variety of subjects, within budget and on time and ensure effective and efficient use of resources
- Working collaboratively with Powerhouse staff who are physically distributed across sites

Key relationships

Who	Why
Internal	
Head of Publishing	Receive strategic direction and guidance from as well as provide updates on key projects, issues and priorities; keep informed.
Publishing Manager	Receive overall direction, instruction, and guidance from, as well as updates on key projects, issues, and priorities; keep informed.
Program, Collections, Marketing and Communications, Digital and Design teams	Participate in discussions and decisions and share information; work collaboratively to ensure an integrated

	organisation approach and excellence in delivery of programs, exhibitions and initiatives.
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External

Contract designers, technicians, contractors, consultants, illustrators, authors, editors

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.

Powerhouse visitors

Representing Powerhouse and its activities and policies.

Role dimensions

Decision making

- Is accountable for the delivery of editorial and publishing services working within approved plans, briefs, budget and quality standards
- Refers to Publishing Manager for decisions requiring significant change, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.

Reporting line

Publishing Manager

Essential requirements

- Tertiary qualifications in one or more fields: communications, journalism, arts, history, sciences or museum studies
- Excellent written and oral communication, editorial, and research skills with a demonstrated understanding of the principles of plain English and inclusive language
- Demonstrated experience in editing for website and digital platforms
- Demonstrated experience in the development of text for exhibitions and publications and an understanding of changing editorial practices, exhibition and publishing trends
- High-level understanding of design and print production principles and processes and the ability to brief designers and printers on design and product requirements
- Proficiency in design
- Demonstrated organisational and project management skills and proven ability to manage several simultaneous projects in varied subject sectors, prioritise a diverse workload, determine and manage project budgets, and ensure each project meets deadlines and quality standards.
- Demonstrated ability to work collaboratively with internal and external stakeholders with high-level negotiation and interpersonal skills; and demonstrated ability to work independently and to identify and resolve issues proactively
- Demonstrated ability to manage budgets and schedules

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.

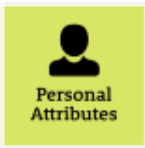

The capabilities are separated into focus capabilities and complementary capabilities





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
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Be flexible and adaptable and respond quickly when situations change• Offer own opinion and raise challenging issues• Listen when ideas are challenged and respond appropriately• Work through challenges• Remain calm and focused in challenging situations	Intermediate
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way• Support a culture of integrity and professionalism• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct• Recognise and report misconduct and illegal and inappropriate behaviour• Report and manage apparent conflicts of interest and encourage others to do so	Intermediate

 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
 Personal Attributes	Value Diversity and Inclusion Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> • Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs • Seek participation from others who may have different backgrounds, perspectives and needs • Be open to different perspectives and experiences in generating ideas and solving problems • Adapt well in diverse environments • Respond constructively to feedback regarding observations of bias in language or behaviour 	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
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate







	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 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

	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	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
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	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	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate