

Role Description

Producer, Science Engagement And Events



Cluster	Department of Premier and Cabinet
Agency	Australian Museum
Division/Branch/unit	Engagement, Exhibitions & Cultural Connection
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Temporary
ANZSCO Code	149311
Role Number	51001279
PCAT Code	From HR
Date of Approval	October 2019
Agency Website	australianmuseum.net.au

Agency Overview

Australian Museum (AM) is located on the traditional homelands of the Gadigal people of the Eora nation. Australian Museum acknowledges and pays homage to the Gadigal people as the Traditional Owners and custodians of the land, sky and waterways, paying respect to Elders past, present and emerging.

The AM operates within the NSW Department of Premier and Cabinet. The AM 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 21million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. Our purpose is to make nature, Indigenous cultures and science accessible and relevant to everyone.

For more information, visit the [website](https://australianmuseum.net.au).

Primary purpose of the role

The Producer of Science, Engagement and Events will develop and coordinate the delivery of AM's science events for a broad range of audiences, leveraging knowledge of best practice public programming and pedagogy practices, audience development in alignment with AM's audience engagement strategy and AMs' collection.

You will coordinate and deliver AM'S signature event Science the City whilst maintain existing audiences and developing new audiences. You will create broad and engaging initiatives and collaborative opportunities covering a large variety of sciences as well as promoting the collection that embeds AM seamlessly within NSW's science and cultural landscape.

Key accountabilities

- Develop, coordinate and deliver AM's education and community program Science in the City.
- Developing innovative and accessible public programs that are aligned with varied audience interests as well as the museum's brand and audience engagement strategy.

- Research, liaise and engage with practitioners, talent, presenters and artists to remain up to date with contemporary trends, best-practice STEM programming and audience preferences to develop a strong collection of potential program opportunities
- Collaborate and form strategic program partnerships that provide opportunities for broad public engagement and opportunities
- Managing and maintaining records of WH&S practices, including risk assessments and working with children background checks
- Oversees the quality of programs for audiences to ensure they respond to best-practice program methodologies and audience engagement needs.

Key challenges

- Delivering programs on time and within budget, given logistical complexities and resource constraints.
- Ability to work on several simultaneous projects and manage competing deadlines

Key relationships

Who	Why
Internal	
Manager, Programming	Consult and liaise with the development of Science, Engagement and Events programs; escalate challenges and provide regular updates on program delivery and priorities; seek and receive guidance, direction and feedback regarding work performance
Manager, Visitor Experience and Education	Consult and communicate with to ensure program content is aligned with the AM's education strategy
Marketing and Communications Team	Communicate and liaise with to ensure events are marketed and delivered in alignment with the audience development strategy
Partnership and Development Team	Liaise and collaborate with to ensure Australian Museum sponsorship and development requirements are aligned when developing Science in the City programs
External	
Event Contractors / Suppliers	Liaise and communicate with to ensure event logistics and production equipment are operational for smooth event delivery
External Sponsors	In coordination with the Partnerships Sale Manager, liaise with to ensure sponsor requirements are being delivered through the design and implementation of programs
Speakers, Presenters, Artists and other potential Collaborators	Liaise with to remain up to date on contemporary trends and areas of interest for audiences; develop and maintain effective working relationships that can be leveraged to develop program content

Role dimensions

Decision making

- Accountable for advice provided in relation to the development of Science in the City events.
- Determines day to day priorities regarding the coordination and delivery of programs for school and community audiences attending Science in the City events.
- Decisions which are referred to the Manager, Programming include matters significantly deviating from agreed strategies, plans and budget.

Reporting line

This role reports to the Manager, Programming

Direct reports

- Contractors

Budget/Expenditure

TBC

Essential requirements

- Relevant tertiary qualifications or equivalent experience in education, science communication, event management, or the arts and cultural sector.
- Demonstrated experience producing education-based events including planning and delivering a diverse range of public programs and initiatives
- Comprehensive knowledge of the science, science communication and cultural sectors
- Experience with planning and event coordination with an ability liaise with a broad range of stakeholders.
- Hold a valid NSW Working with Children clearance.
- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.





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

Below is the full list of capabilities and the level required for this role. 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	Adept
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	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 Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> Be willing to develop and apply new skills Show commitment to completing work activities effectively

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Value Diversity	Intermediate	<ul style="list-style-type: none"> Look for opportunities to learn from the feedback of others Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints Seek input from others who may have different perspectives and needs Adapt well in diverse environments
Relationships Communicate Effectively	Intermediate	<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
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> Utilise facts to support claims Help to find solutions that contribute to positive outcomes Contribute to resolving differences with other staff or parties Respond to conflict without worsening the situation and refer to a supervisor where appropriate Know when to withdraw from a conflict situation
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Plan and coordinate allocated activities Re-prioritise own work activities on a regular basis to achieve set goals

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Contribute to the development of team work plans and goal setting Understand team objectives and how own work relates to achieving these
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence Identify issues that may hinder completion of tasks and find appropriate solutions Be willing to seek out input from others and share own ideas to achieve best outcomes Identify ways to improve systems or processes which are used by the team/unit
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending Take account of financial and budget implications, including value for money in planning decisions Present basic financial information to a target audience in an appropriate format Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them Display an awareness of financial risk and exposure and solutions to address these
Business Enablers Technology	Foundational	<ul style="list-style-type: none"> Display familiarity and confidence in the use of core office software applications or other technology used in role Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation Understand information, communication and document control policies and systems, and security protocols Comply with policies on acceptable use of technology
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Comply with basic ordering, receipting and payment processes Apply basic checking and quality control processes to activities which support procurement and contract management
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans

