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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Science |
| **Division/Branch/Unit** | Curatorial, Collections, Exhibitions/ Production/ Workshop |
| **Role number** | 51002602 |
| **Classification/Grade/Band** | Clerk 7/8 |
| **Senior executive work level standards** | Not Applicable |
| **ANZSCO Code** | **331211** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | 04 June 2021 |
| **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 1881, the Museum includes Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the Museum’s new flagship, Powerhouse Parramatta. 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.

The Museum of Applied Arts and Sciences is undertaking a landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of the Museums Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the Museum’s collection providing new levels of access

Primary purpose of the role

The role is responsible for all aspects around the Mountmaking process, from planning, technical designing and fabrication to installation and documentation of Mounts produced for our Collection items or Objects on Loan as required.  
  
The role provides leadership, coordination, expertise and support to internal and external stakeholders, while managing, delivering and maintaining high standards, considering conservation practices, safety for the collection items, WHS practices within the directed design guidelines.

The role of Senior Mountmaker - Object Support Preparator will assist the Workshop Manager setting up the Mountmaking Department in our onsite Production Workshop over the next 6 to 8 Months.

Key accountabilities

Applying knowledge of best Conservation practices and procedures to the Mountmaking process and fabrication techniques - including but not limited to metal work (TIG and MIG, soldering) and machining, timber Construction and machining, sewing, acrylic and plastic Fabrication, carving and 3d printing.  
  
Supporting the entire Mountmaking process for Exhibitions, Loans, Digitization or storage as required - from the initial planning, prioritizing and budgeting phase, ordering materials, design, fabrication, documentation.  
  
Manage, supervise and support the Junior Mountmaker and Workshop Casuals during the Mountmaking process and fostering technical skills and personal development. Conduct combined research to improve process and fabrication  
  
Coordination and supervision of Mountmaking contractors as required, including Workshop inductions, produce schedules for Mountmaking, liaise with stakeholders to develop deadlines; monitor and report on progress against milestones  
  
Collaboration with internal and External stakeholders, Exhibition Designers, Conservators, Registrars, Workshop supervisors. Attending Project team and other relevant meetings. Contribute to a diverse range of Projects, Objects and internal and external stakeholders, sometimes of sensitive natures and challenging and competing timelines

Take advice and guidance from First Nations advisers, experts and colleagues regarding the Mountmaking process and requirements for indigenous Objects  
  
Assisting Conservators and Designers by advising on structural design of Mounts  
  
Documenting the Mountmaking process - such as Install documents, sketches, images into the Organisations database

Collaborating in WHS and Workshop compliance processes, adhering to all obligations, responsibilities and legislative requirements under current Work Health Safety (WHS) Acts and Regulations, monitoring for WHS risks and hazards and regular review procedures.  
  
Make recommendations for improvement for fabrication, procedures, policies and processes in order to mitigate specific potential risks associated with the planning and management of the Mountmaking process

Key challenges

Manage multiple projects and workloads, Mountmaking staff, Contractors to ensure Projects are delivered on time and on budget  
  
Manage resources effectively to meet strategic, corporate and operational goals of the museum in regards to project delivery  
  
Communicate challenges and resolve competing priorities across multiple Projects with a diverse range of stakeholders, internally and externally

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Head of Production | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Workshop Construction Coordinator, Head of Workshop | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| Conservation Team | * Collaborate, take advice and provide expert advice on the Mountmaking process, fabrication and structural design, share information. Collaborate during the Object install |
| Designers | * Receive Design direction, advice on structural design, collaborate |
| Junior Mountmaker | * Provide guidance and training, supervise and support, collaborate and exchange ideas, provide feedback to |
| Director First Nations/ First Nations Staff, Curators | * Receive advice and guidance on culturally sensitive matters and correct process regarding Mountmaking of First Nations Objects and their handling. * Taking advice and guidance from advisers from other cultural backgrounds |
| Workshop Staff | * Collaborate with schedules and construction structures to ensure project deliverables are met and objects are displayed and mounted safely and appropriate. Provide training and guidance for Workshop staff assisting with the Mountmaking process |
| Registration Team | * Collaborate with to identify Object movements and locations |
| Project Coordinators | * Report on Project deliverables and provide updates on progress. Keep informed |
| **External** |  |
|  |  |
| Contractors | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed |
| External Stakeholders | * Provide advice, feedback and if required provide training for basic Mountmaking techniques. Provide Moutnmaking services as required |

# Role dimensions

## Decision making

High level of autonomy and is fully accountable for the delivery of Mountmaking and Object Support services across Exhibitions and other internal Projects, working within approved plans, budget and quality standards  
  
Refers to the Workshop Manager for decisions requiring or resulting in significant change or Project outcomes or timelines  
  
Plans and leads the Mountmaking process to achieve agreed business objectives, Project outcomes and performance criteria

## Reporting line

Head of Production

Dotted reporting line to

Workshop Construction Coordinator

## Direct reports

Junior Mountmaker Grade 3/4  
Occasional - Workshop Casuals and Contractors

## Budget/Expenditure

N/A

Key knowledge and experience  
  
5 - 7 Years experience in design and fabrication of Mounts, Art Handling and Object installation, leading, supervising teams, ideally in an Art or Museum environment  
  
Knowledge and experience in multidisciplinary skills, including steel fabrication and MIG/ TIG and soldering experience, machining on lathes and mill, 3d printing, timber construction, sewing, acrylic/ plastic fabrication and carving  
  
Knowledge of Conservation Practices and protocols  
  
Ability to understand and visualize complex structural challenges, and provide solutions to these challenges  
  
An understanding of Seismic mitigation principles for protecting Objects in seismic active areas  
  
Competency in CAD, Microsoft office suite and other related software aiding the Mountmaking process

Essential requirements

A Bachelor's degree in fine arts or a trade certificate in one of the related trades and relevant years of experience

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Take the initiative and act in a decisive way  Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
| **Value Diversity and Inclusion**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | | Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders  Demonstrate cultural sensitivity, and engage with and integrate the views of others  Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences  Recognise and adapt to individual abilities, differences and working styles  Support initiatives that create a safe and equitable workplace and culture in which differences are valued  Recognise and manage bias in interactions and decision making | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Recognise outcomes achieved through effective collaboration between teams  Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government  Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions  Network extensively across government and organisations to increase collaboration  Encourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Understand the links between the business unit, organisation and the whole-of-government agenda  Ensure business plan goals are clear and appropriate and include contingency provisions  Monitor the progress of initiatives and make necessary adjustments  Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately  Consider the implications of a wide range of complex issues and shift business priorities when necessary  Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning | Advanced |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Identify opportunities to use a broad range of technologies to collaborate  Monitor compliance with cyber security and the use of technology policies  Identify ways to maximise the value of available technology to achieve business strategies and outcomes  Monitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | Adept |
| **Inspire Direction and Purpose**  Communicate goals, priorities and vision, and recognise achievements | | Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders  Translate broad organisational strategy and goals into tangible team goals and explain the links for the team  Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders  Work to remove barriers to achieving goals | Adept |

# 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.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **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 | Adept |
| Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Adept |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Advanced |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
|  | Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Foundational |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Foundational |