

Role Description

Assistant Research Coordinator



Role Description Fields	Details
Cluster	Enterprise, Industry & Trade
Department/Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections Programs
Role number	
Classification/Grade/Band	Clerk Grade 3/4
Senior executive work level standards	Not Applicable
ANZSCO Code	132511
PCAT Code	1119192
Date of Approval	29 July 2022
Agency Website	maas.museum

Agency overview

The Museum of Applied Arts and Sciences sits at the intersection of art, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, the museum includes the Powerhouse Museum, Sydney Observatory, the Museums Discovery Centre and will expand to include Powerhouse Parramatta – the largest cultural infrastructure project currently being undertaken in Australia. 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.

Primary purpose of the role

The Assistant Research Coordinator is a key role in the Research team providing research administration, support and coordination to a broad range of research projects and partnerships.

Key accountabilities

- Provide administration and coordination support for the Research team including organising meeting arrangements: research committee administration, booking venues, preparing agendas, preparing presentations, taking and distributing minutes and facilitate staff briefings when necessary, preparing and distributing correspondence, reports and customer feedback.
- Provide coordination of research projects with external research partners and research fellows.
- Support the Research teams' procurement and contract administration processes to ensure compliance within procurement standards, policy and procedures, and contribute to achievement of cost savings. Undertake drafting of contracts and monitoring and reporting of research and funding agreements.
- Support the Research team establish interdepartmental workflows and systems to facilitate research projects, collection access requests, collection analysis, data storage, photography requests. Ensure accurate records are maintained.
- Support the Research Manager with Fellowship Program documentation and coordination.
- Establish and maintain research performance reports for internal and external use.

Key challenges

- Work in an interdisciplinary manner across research project teams and Museum initiatives and contribute to the successful delivery of research outputs
- Ensuring MAAS is positioned as a leader in research from a wide range of disciplines
- Deliver quality work in a fast-paced environment
- Working in an organised, collegial and transparent manner to enable collaboration
- Planning, and managing workflows to ensure deadlines and needs of the teams are met.
- Having a strong understanding of the team's priorities to be able to manage multiple requests and identify priorities to deliver in a timely and effective way.

Key relationships

Internal

Who	Why
Curatorial	<ul style="list-style-type: none">• Involvement and collaboration to track 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
Finance	<ul style="list-style-type: none">• Receive guidance on procurement and budget status

Ministerial

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

Role dimensions

Decision making

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 support the achievement of 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

- Academic business and general readership writing skills
- Knowledge of project management practices and systems
- Experience in a variety of web applications to coordinate documents, records, workflows and reporting

Essential requirements

- Experience with collection database management systems (ideally EMu) is desirable
- High level written and oral communication skills; time-management skills and demonstrated ability to
- Minimum of 2 years experience providing project coordinator or support
- Ability to 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.


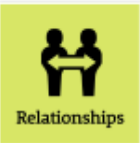
The capabilities are separated into focus capabilities and complementary capabilities

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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Be willing to develop and apply new skills • Show commitment to completing assigned work activities • Look for opportunities to learn and develop • Reflect on feedback from colleagues and stakeholders 	Foundational
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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 to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly 	Intermediate



Work Collaboratively

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
- Use collaboration tools, including digital technologies, to work with others

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
	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	Adept

	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	Foundational
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	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	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	Intermediate