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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions / Strategic Collections |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Conservator, Grade 1 |
| **ANZSCO Code** | 234911 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 14 February 2017 |
| **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 1879, the museum includes the Powerhouse Museum, Sydney Observatory and the Museums Discovery Centre. 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

Contributes to the implementation of best practice and programs to conserve and develop the Museum’s multi-disciplinary heritage collections, and enable their access in research, exhibitions, public and associated programs, and by external stakeholders.

# Key accountabilities

* Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualisation and realisation of MAAS’ vision, mission and strategic direction.
* Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly
* Assist the Manager with relevant operational planning processes and policy development and contribute to the implementation of the Museum’s strategic plan.
* Build and maintain external stakeholder relationships, including museums and galleries, government departments and other organisations to advocate for MAAS, to develop business networks and to build awareness of the MAAS programs.
* Participate in exhibition development including planning, exhibition preparation, movement, transportation, installation and dismantling of objects and exhibition related materials and props
* Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.
* Assist with the supervision of volunteers and interns to ensure a high level of collection management practice and a culture of optimal external and internal customer service.
* Assess conservation and preservation needs, participate in optimal preventive conservation activities and procedures, undertake research and assist in the identification and management of hazards present in the Museum collections.
* Ensure the safety, security, location control and maintenance of objects on display and on storage.
* This position may be required to serve as an object courier on behalf of MAAS

# Key challenges

* Ensure MAAS is positioned as the leading museum of applied arts and sciences
* Working collaboratively with Museum staff who are physically distributed across multiple sites
* Identify issues adversely impacting on strategic collection services and the development and implementation of strategies to overcome them.
* Effectively balance the requirements for object access and display with those of
security and preservation.
* Ability to priorities and meet project deadlines within budget

**Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Conservation ManagerStrategic Collections UnitCuratorial and Production UnitDevelopment & External Affairs TeamPrograms and Engagement Department | Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informedCollaboratively working to optimise opportunities and shared programming Enhance opportunities for collection accessCollaboratively working to optimise opportunities and shared programming  |
| **External** |  |
| Ministry officers, government departments, auditors, insurers, legal advisors, freight agents, consultants, contractors, suppliers, other international, national and state cultural institutions, professional consultants, members of the public and educational institutions | 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 |
| MAAS visitors | Representing MAAS and its activities and policies |

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## Decision making

* Is accountable for delivery of conservation services working within approved plans, budget and quality standards
* Refers to supervisor for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits.
* Works as part of the team to achieve agreed business objectives and performance criteria
* Submits reports, analysis, briefing and other forms of advice with input from supervisor

## Reporting line

Conservation Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

**Key knowledge and experience**

* Demonstrated experience in performing conservation treatments of collection objects relevant to the incumbent’s specialisation.
* Knowledge of national and international frameworks, ethics and issues relevant to heritage collections.
* An understanding of the chemicals and materials that may be used for conservation treatments; and relevant WHS issues.

**Essential requirements**

* Tertiary qualification in Conservation or a related field, plus a minimum of 2 years conservation experience in one or more subject specialisation areas; or 5 years conservation experience.
* Physical requirements: This role requires the physical capability to stand for long periods of time, fine motor skills and manual dexterity to safely handle collection objects.

# 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 | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain EnglishClearly explain and present ideas and argumentsListen to others to gain an understanding and ask appropriate, respectful questionsPromote the use of inclusive language and assist others to adjust where necessaryMonitor own and others’ non-verbal cues and adapt where necessaryWrite and prepare material that is well structured and easy to followCommunicate routine technical information clearly | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | 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 opportunityResearch and analyse information to make recommendations based on relevant evidenceIdentify issues that may hinder the completion of tasks and find appropriate solutionsBe willing to seek input from others and share own ideas to achieve best outcomesGenerate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasksUse available technology to improve individual performance and effectivenessMake effective use of records, information and knowledge management functions and systemsSupport the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | 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.

| 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 | Intermediate |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| 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 | Foundational |
| Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| 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 |
| Project Management | Understand and apply effective planning, coordination and control methods | Foundational |