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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections and Exhibitions |
| **Location** | All MAAS sites |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **Role Number** |  |
| **ANZSCO Code** | 232411 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2021 |
| **Agency Website** | https://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

Undertakes the schematic documentation, planning and production of exhibitions, displays, major installations, visible collection storage, permanent galleries, and event and experiential design projects, this includes identifying, developing and maintaining MAAS’ established standards of design documentation excellence.

# Key accountabilities

1. Support the development of detailed design concepts to support exhibitions, events and displays for both temporary and touring exhibitions, permanent galleries and event and experiential design projects responding to the brief and with direction from the Exhibition Manager.
2. Undertake the development of all stages of the schematic design process including layouts, 3D renderings/sketches, scaled and detailed design documentation.
3. Work collaboratively to ensure budgets, schedules, contract and office administration meet all necessary requirements and approvals.
4. Ensure all schematic design documentation meets relevant codes of practice in the building industry which forms part of the building code of Australia and the Australian standards for materials, methods of construction and prescriptive codes of architectural design.
5. Consult with external stakeholders, including cultural institutions, government departments and other organisations to advocate for MAAS, to develop business networks and to build awareness of the MAAS exhibition program and collections.

**General Requirements**

* 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
* Ensure MAAS is positioned as the leading museum of applied arts and sciences

Key challenges

* Efficiently managing multiple projects within budget and on time, and ensure effective and efficient use of resources
* Working collaboratively with Museum staff who are physically distributed across sites

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Exhibition Manager | * Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
 |
| Production, Curatorial & Strategic Collections teams | * Participate in discussions and decisions and share information; works collaboratively to ensure an integrated organisation approach
 |
| Programs and Engagement Department, Communications and Development Team | * Working collaboratively to ensure excellence in delivery of programs, exhibitions and initiatives
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| **External** |  |
| Contract designers, technicians, contractors, consultants, architects | * 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
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| MAAS visitors | * Representing MAAS and its activities and policies
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# Role dimensions

## Decision making

Is accountable for the delivery of detailed design documentation services that support the established exhibition design working within approved plans, briefs, budget and quality standards \* Refers to the Exhibition 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

Exhibition Manager

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

* Tertiary qualifications (degree or diploma) in Interior Design or Architecture (or experience deemed equivalent (minimum 3 years), along with experience in a design environment
* Demonstrated ability to articulate, create and direct a high quality design approach within the museum and the public context.
* Experience with working flexibly in a team to deliver detailed design outcomes and a demonstrated ability to liaise effectively with colleagues and contractors at all levels.
* Demonstrated knowledge of relevant codes of practice in the building industry which forms part of the building code of Australia and the Australian standards for materials, methods of construction and prescriptive codes of architectural design.
* High level written, oral communication and organisational skills; project management skills; IT literate including VectorWorks and/or AutoCAD.

# 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 |
|  | **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Adept |
|  | **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 | Foundational |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| 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 |
| 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 |