

# Role Description

## Installations Officer



Cluster	NSW Department of Premier & Cabinet
Agency	Sydney Living Museums
Division/Branch/Unit	Curatorial & Museums Division/Curatorial & Exhibitions Team
Location	The Mint
Classification/Grade/Band	Clerk Grade 3/4
Role Number	CMD016
ANZSCO Code	399311
PCAT Code	1119192
Date of Approval	20 September 2019
Agency Website	<a href="http://www.sydneylivingmuseums.com.au">www.sydneylivingmuseums.com.au</a>

### Agency overview

Sydney Living Museums is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

The Curatorial & Museums Division includes the Curatorial & Exhibitions Team, Retail Team, City Museums Portfolio and House Museums Portfolio. The Division provides visitor and operational management of SLM's twelve museum sites structured into two portfolios: City Museums Portfolio (Hyde Park Barracks Museum, Justice & Police Museum, Museum of Sydney, Susannah Place Museum, The Mint and Caroline Simpson Library & Research Collection), and House Museums (Elizabeth Bay House, Elizabeth Farm, Meroogal, Rouse Hill House & Farm, Rose Seidler House and Vaucluse House).

The Curatorial & Exhibitions Team (C&E) is one of a number of service teams within SLM. The C&E Team takes a multi-disciplinary team-based approach to interpretation, exhibition, design and publication projects. The C&E Team works in close collaboration with staff across the agency. The C&E Team provides interpretation and exhibition advice, expertise and support and is responsible for managing the curatorial development, design, editing, production, construction and installation of concurrent SLM interpretation projects and exhibition strategies that find innovative and accessible ways to interpret SLM's stories, research and curatorial expertise to a wide range of different audiences while focusing on visitor experiences, enjoyment and participation.

### Primary purpose of the role

Support and assist in the installation and maintenance of curatorial and exhibition projects to ensure they are well executed, within budget, meet deadlines and Sydney Living Museums' standards while complying with relevant codes and standards and WH&S regulations.

## Key accountabilities

- Provide physical support for demanding installations and de-installations across Curatorial & Exhibitions projects to facilitate the pick-up and drop-off of exhibition furniture, objects and materials, mount making, joinery, painting, object handling and other duties as directed.
- Provide physical support preparing and during installations and de-installations across Curatorial & Exhibitions touring exhibitions nationally and internationally to ensure adequate care the displays and objects.
- Perform regular checks on Curatorial & Exhibitions to monitor exhibits and displays and repair if necessary.
- Collaborate with the Senior 3D Designers to coordinate and install exhibitions and displays according to schedule and within budget.
- Collaborate with the Curatorial & Exhibitions Team to manage, document and audit the freight and storage of Curatorial & Exhibitions display furniture and material.
- Cooperate with City Museums Portfolio staff and the Exhibitions Loans Officer to maintain the Museum of Sydney workshop and preparation room ensuring all equipment and stores are documented, stocked and WH&S requirements are met.
- Contribute to the review and improvement of work processes within the agency, particularly in relation to WH&S ensuring safe work practices.
- Maintain records relating to Curatorial & Exhibitions project to ensure the appropriate archiving and management of research in the relevant agency databases and systems.

## Key challenges

- Supporting and assisting on multiple projects to ensure the effective coordination of concurrent individual projects across agency sites within financial constraints and within the parameters of policy and legislative requirements.
- Working as part of a team to support and monitor project installations to achieve the best outcomes within funds and time available through.
- Balancing and being sensitive to the particular, and often complex, operational needs and skills of different teams across the agency.

## Key relationships

Who	Why
<b>Internal</b>	
Senior 3D Designer	<ul style="list-style-type: none"> <li>• Receive guidance and directions in relation to the installation and maintenance outcomes.</li> <li>• Receive direction on the day to day coordination of project installations.</li> </ul>
Curatorial & Exhibitions Team	<ul style="list-style-type: none"> <li>• Provide support to solve challenges and in consultation with the manager of individual projects to make decisions relating to project management, budgets, installation schedules, loans, administration, object storage, handling and exhibition maintenance.</li> </ul>
City Museums Portfolio	<ul style="list-style-type: none"> <li>• Work closely with to ensure safe, efficient and compliant operation of the Museum of Sydney Workshop and equipment including, auditing of equipment and supplies, ordering of consumables and tagging of electrical equipment ensuring all equipment and stores are documented and safe to use.</li> </ul>
Building & Facilities Team	<ul style="list-style-type: none"> <li>• Coordinate with for site access and induction of contractors and consultants.</li> <li>• Collaborate with to ensure that public safety and WH&amp;S requirements</li> </ul>

Who	Why
	are met.
Staff across the agency	<ul style="list-style-type: none"> <li>• Work closely with to manage risks and comply with and report on relevant policies including Equal Employment Opportunity (EEO), Work Health &amp; Safety (WH&amp;S), Codes of Conduct and other requirements.</li> <li>• Communicate with to assist in the development, production and installation of projects.</li> </ul>

External	
Contractors, consultants, and other service providers, cultural organisations, local government, community groups, heritage and history sectors.	<ul style="list-style-type: none"> <li>• Consult with on issues relation to projects.</li> <li>• Work closely with to manage risks and comply with and report on relevant policies including Equal Employment Opportunity (EEO), Work Health &amp; Safety (WH&amp;S), Codes of Conduct and other requirements.</li> <li>• Communicate with to assist in the development, production and installation of projects.</li> </ul>

## Role dimensions

### Decision making

This role:

- Prioritises own workload in order to meet deadlines and manage daily work in consultation with the supervisor.
- Takes active ownership of own work.
- Provides prompt and relevant information to internal and external stakeholders.
- Work effectively with time management skills to ensure the smooth coordination of projects and their administration.
- Is committed to working in team to achieve agreed objectives.
- Maintains efficient lines of communication.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Recognises when to make decisions and ask relevant questions.

### Reporting line

This role reports to the Senior 3D Designer.

### Direct reports

Nil

### Budget/Expenditure

Nil

### Essential requirements

- Minimum of three years' experience in the production and hands-on installation of complex exhibitions and displays.
- The ability to work in physically demanding situations such as heavy lifting and working at heights.
- Knowledge and experience of WH&S and its practical implementation.
- Knowledge of collection management procedures including object care and handling, mount-making, conservation principles and practices and environmental requirements.
- Possession of a white card
- Qualifications in electrical tagging and testing or willingness to become qualified





- A current NSW drivers' license.
- A medical assessment is required for this role consisting of a general health check, hearing and if required a spirometry test.

## 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](http://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
	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

### 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
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Maintain own motivation when tasks become difficult</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>• Focus on key points and speak in 'Plain English'</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Work as a supportive and co-operative team member, share information and acknowledge others' efforts</li> <li>• Respond to others who need clarification or guidance on the job</li> <li>• Step in to help others when workloads are high</li> <li>• Keep team and supervisor informed of work tasks</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>