

Role Description

Project Relocations Manager, Project Discover



Cluster	NSW Department of Planning and Environment
Agency	Australian Museum
Division/Branch/unit	Corporate Services
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Temporary
ANZSCO Code	133111
Role Number	51000685
PCAT Code	2221522
Date of Approval	October 2018
Agency Website	australianmuseum.net.au

Agency overview

The Australian Museum (AM) operates within the NSW Department of Planning and Environment. The AM is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 19.5 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures and science accessible and relevant to everyone.

For more information, visit the [website](http://australianmuseum.net.au).

Primary purpose of the role

The Project Relocations Manager, Project Discover is a key member of the project team and is responsible for providing project management and support activities for the successful and timely planning, preparation and relocation of museum collections, equipment and back of house museum functions.

Key accountabilities

- Project management and provide support services associated with the planning, preparation and relocation of museum collections, equipment and back of house museum functions, including preparation of reports, proposal and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope.
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met
- Manage and coordinate activities between the various internal teams and external suppliers, create proposals on options and provide recommendations for approval

- Source, collate and compile data and information to identify opportunities and any emerging issues, and track and report on project progress against established milestones and deliverables
- Provide advice and support to the project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities

Key challenges

- Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities.
- Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate multiple teams and services which are often complex and interconnected.

Key relationships

Who	Why
Internal	
Director, Infrastructure Services	<ul style="list-style-type: none"> • Provide advice and contribute to decision making • Escalate issues and propose solutions • Receive guidance and provide regular updates on projects, issues and priorities
Master Plan Working Group	<ul style="list-style-type: none"> • Provides input, advice, guidance and general oversight
AM Project Team(s)	<ul style="list-style-type: none"> • Agree and action tasks and monitor progress • Coordinate activities • Provide guidance and support team members and work collaboratively to contribute to achieving team outcomes.
AM Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries
External	
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Promote effective liaison regarding issues related to master plan Project. • Exchange information and respond to enquiries

Role dimensions

Decision Making

- Independently plans and sets priorities for work to be completed, taking into account the context of pressing organisational requirements and deadlines.

Reporting Line

Director, Infrastructure Projects

Direct Reports

Various consultants and contractors

Budget/Expenditure

Nil

Essential Requirements





- Experience with planning, coordination and relocations project management.
- Knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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
Personal Attributes Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Use own expertise and seek others' expertise to achieve work outcomes • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects