

Role Description

Collections Care Assistant



Cluster/Agency	Enterprise, Investment & Trade
Department/Agency	Museums of History NSW
Division/Branch/Unit	Collections Division/Collection Care Team
Location	Sydney
Classification/Grade/Band	Assistant Curator Grade 1
ANZSCO Code	224212
Role Number	CAR018 & CAR019
PCAT Code	1119192
Date of Approval	April 2023
Agency Website	www.mhnsw.au

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the NSW Department of Enterprise, Investment and Trade and reports to the NSW Minister for the Arts. MHNSW is administered under the *Museums of History NSW Act 2022*.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

Provide Collections Care support to ensure the conservation, cleaning and presentation of collections, houses, sites and ancillary buildings.

Key accountabilities

- Contribute to the presentation, maintenance and conservation of the buildings, interiors, landscapes and collections to agreed standards, through housekeeping, regular inspections (for pests, mould and damage/deterioration) and conservation cleaning of collections and heritage spaces.
- Support the implementation of policies and processes relating to collection care, asset management, disaster planning and response to ensure that Collections Care objectives are met.
- Assist in the preparation, protection, movement and installation of collections for events, public programs, tours, exhibitions, capital works/building maintenance projects and displays.
- Support and assist in the training of staff in housing, cleaning, storage and care of collections.

- Provide specialised advice to internal stakeholders concerning collection care, location, movement, and installation.
- Maintain records and documentation of collections, including their history, movement, conservation and use, in the appropriate systems.
- Engages with a flexible and agile work environment to meet unplanned requests from internal and external stakeholders.

Key challenges

- Working within unique historical landscapes/settings that have dynamic internal and external environments which also pose WHS challenges such as dirt, dust, mould, heat and cold.
- Prioritising presentation and conservation cleaning work of a broad range of collection formats and materials, to agreed standards in the context of the interpretation approach and history of each individual property.
- Working across multiple properties and sites, often with limited supervision or completely independently.

Key relationships

Who	Why
Internal	
Head, Collections Care	<ul style="list-style-type: none"> • Receive guidance in relation to the planning and delivery of collections care work • Provide regular updates on projects, issues and priorities.
Coordinator, Collections Care	<ul style="list-style-type: none"> • Collaborate with to implement proper collections care policies and procedures • Receive guidance in relation to individual work plans and collections care priorities and deliverables. • Receive guidance and provide regular updates on projects, issues and priorities. • Provide ongoing support in relation to aspects of the care and conservation of collections.
City and House Museums Portfolio staff	<ul style="list-style-type: none"> • Support on the care and presentation of collections as defined in the primary purpose. • Maintain effective working relationships. • Support the development of accurate, informative, knowledgeable and engaging collections care insights and strategies for portfolio staff to use in presentations, tours, programs and other forms of interpretation.
Registrar, Collections, Collections Care Team and Head of Heritage	<ul style="list-style-type: none"> • Contribute collections care content towards the documentation of collections. • Support the implementation of appropriate procedures for collections care, disaster procedures and heritage conservation planning, works and asset management.
Staff across MHNSW	<ul style="list-style-type: none"> • Liaise with on collection care issues and discussions relating to collections. • Maintain effective and collaborative working relationships.

External

Cultural organisations, local government, community groups, heritage and history sectors.

- Liaise with on issues relating to collection care work.
- Develop and maintain effective working relationships.
- Respond to enquiries and requests in a timely manner.

Role dimensions

Decision making

This role:

- Prioritises tasks within established work schedules and deadlines.
- Takes active ownership of own work.
- Seeks advice and clarification from their supervisor regarding matters that fall outside standard guidelines and practices.
- Collaborates with a range of internal teams and external stakeholders to ensure collection care imperatives are supported.
- Develops and fosters efficient lines of communication.

Reporting line

This role reports to the Coordinator, Collections Care.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in history/museums studies/heritage interpretation or related field and relevant experience working in a multi-disciplinary cultural, museums or heritage environment. Ability to work within the boundaries of the Museums of History NSW Act 2022.
- Ability to manage lifting, carrying, standing, kneeling and moving around heritage sites, both internal and external environments is a genuine occupational requirement.
- Willingness to work across multiple sites and ability to travel to multiple locations.

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	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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 Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult
Relationships Communicate Effectively	Intermediate	<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 when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Communicate routine technical information clearly Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Be proactive in taking responsibility and being accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about own and others' application of these practices Be aware of risks and act on or escalate risks, as appropriate Use financial and other resources responsibly
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions and outcomes Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans