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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Collection Relocation & Digitisation Project / Assessment  |
| **Location** | Sydney |
| **Classification/Grade/Band** | Conservator Grade 2 |
| **ANZSCO Code** | 234911 |
| **PCAT Code** |  |
| **Date of Approval** | February 2020  |
| **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.

The Powerhouse Precinct at Parramatta is one of the largest cultural infrastructure projects currently being undertaken in Australia.  The project will transform and renew one of Australia’s oldest and most important cultural institutions and carry forward its legacy to reflect the changing needs of the contemporary communities of NSW. A key element of the project is the relocation and digitisation of the Museum collection.

Primary purpose of the role

The Team Leader, Conservation (Special Collections), in partnership with the Team Leader, Registration (Special Collections), leads a team of Assistant Conservators and Assistant Registrars who work in partnership to assess the documentation, conservation and preservation needs of collection objects prior to their relocation. The special collections teams will be focused on the assessment of archives, firearms and variable media.

# Key accountabilities

* In partnership with the Team Leader, Registration (Special Collections), plan, coordinate and co-supervise a project team who are responsible for the assessment of the special collections, to successfully meet all key project/s milestones and outcomes.
* Provide advice and direction to team members on technical conservation issues as they relate to the preservation requirements of special collections objects; which may include developing procedures and/or training materials.
* Communicate with peers across the project to ensure the overall success of the relocation project.
* Deliver progress reports, briefs and updates as required.
* 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

Key challenges

* Working collaboratively to achieve project deadlines and milestones, communicating effectively with colleagues who are coordinating the multiple stages of the relocation program.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Conservation Manager  | * Receive guidance and provide regular updates on key projects, issues and priorities
* Provide advice and contribute to decision making
* Identify emerging issues/risks and their implications and propose solutions
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| Project Teams, Registration and Conservation Departments  | * Work collaboratively to contribute to achieving team outcomes
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| Direct Reports  | * Guide and manage performance and development
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| **External** |  |
| Industry Networks | * To seek advice and coordinate the loan of specialist equipment and resources from subject matter experts/specialists.
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# Role dimensions

## Decision making

* The role is directly accountable, within delegation, for decisions relevant to the setting of day to day priorities, resource allocations, staff/contractor management.

## Reporting line

* The role reports to the Conservation Manager.

## Direct reports

* Deputy Team Leader
* 4 x Assistant Conservators

## Budget/Expenditure

* Nil

Key knowledge and experience

* Demonstrated and extensive experience in performing complex conservation treatments of collection objects relevant to the incumbent’s specialisation.
* Knowledge of national and international frameworks, ethics and issues relevant to heritage collections.
* A strong 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 5 years conservation experience in one or more subject specialisation areas.
* 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 |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understandingTranslate technical and complex information clearly and concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateContribute to and promote information sharing across the organisationManage complex communications that involve understanding and responding to multiple and divergent viewpointsExplore creative ways to engage diverse audiences and communicate informationAdjust style and approach to optimise outcomesWrite fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **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 |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ workInitiate, prioritise, consult on and develop team and unit goals, strategies and plansAnticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responsesEnsure current work plans and activities support and are consistent with organisational change initiativesEvaluate outcomes and adjust future plans accordingly | Adept |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Clarify the work required, and the expected behaviours and outputsClearly communicate team members’ roles and responsibilitiesContribute to developing team capability and recognise potential in peopleRecognise good performance, and give support and regular constructive feedback linked to development needsIdentify appropriate learning opportunities for team membersCreate opportunities for all team members to contributeAct as a role model for inclusive behaviours and practicesRecognise performance issues that need to be addressed and seek appropriate advice | Foundational |

# 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 |
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| **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 | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | 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 | Adept |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | Understand and apply effective planning, coordination and control methods | Adept |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Foundational |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |