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| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Collection Relocation & Digitisation Project / Conservation |
| **Location** | Sydney |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **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 Large Technology Engineer is responsible for leading a team to dismantle, prepare and oversee the relocation of the Museum’s large and very large objects.

# Key accountabilities

* Manage a project team, ensuring compliance with WHS and governance, to successfully deliver all key project/s milestones and outcomes.
* Develop project plans for the dismantle and relocation of each of the Museum’s large and very large objects (such as aircraft, trains, vehicles and engines).
* Dismantle large and very large objects in preparation for their relocation, which includes cleaning and conserving objects and their parts.
* Collaborate with the Registration department to ensure that the object information is appropriately documented, in accordance with the Museum’s collection management policies, to ensure long-term care and to ensure objects can be reassembled.
* Collaborate with the Collection Digitisation Manager to schedule digitisation (photography and videography) required for large objects.
* Advise the Collection Logistics Manager of the transport and logistics requirements for large objects, including the appropriate stillages and requirements for how objects should be secured during transport.
* Collaborate with the Collection Logistics Manager to facilitate the unpacking of objects into storage or display locations.
* Collaborate with stakeholders to facilitate the conservation, maintenance and care requirements of large objects on loan to partner institutions. This may require travel to regional Museums to assess and advise on the care of large objects throughout the loan period.
* Ensure compliance with all WHS requirements; including completing Safe Work Method Statements for all projects.
* This role will be required to operate heavy machinery, equipment and hand tools to dismantle large technology objects such as aircraft, trains, vehicles and engines; and to construct stillages and supports for the transport of large objects.

Key challenges

* Achieving project deadlines and milestones, given the need to simultaneously coordinate and deliver multiple, interconnected projects.
* Managing expectations of stakeholders with varying viewpoints and interests, to anticipate and mitigate the risks of reputational damage to the Museum.

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 |
| Project Teams, Registration and Conservation Departments | * Work collaboratively to contribute to achieving team outcomes |
| Direct Reports | * Guide and manage performance and development |
| **External** |  |
| Contractors/Vendors/Service Providers and Consultants | * Monitor provision of service to ensure compliance with contract and service arrangements * Consult, provide and obtain information, negotiate required outcomes and timeframes * Resolve and provide solutions to issues |
| Regional Museums | * Advise on the transport, care and maintenance of objects on loan |
| Industry Networks | * To seek advice and coordinate the loan of specialist equipment and resources from subject matter experts/specialists. |

# 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 Lead Conservator, CRD Project.

## Direct reports

Assistant Conservator

Contractors as required

## Budget/Expenditure

# Nil

Key knowledge and experience

* Previous experience as an engineer or technician responsible for installing, maintaining or deinstalling very large technology such as steam engines, aircraft, trains, large vehicles.
* Knowledge of the transportation and logistics requirements relating to heavy transport.
* Experience operating hand tools and welding equipment to fabricate stillages, frames, supports.
* Previous experience working in a Museum or with cultural heritage objects is desirable.

Essential requirements

* Construction General Induction (White Card)
* Drivers Licence
* Forklift Licence
* Elevated Work Platforms (Yellow Card) (or the ability to obtain this licence)
* Physical requirements: This role requires the physical capability to operate machinery, vehicles, heavy equipment, power tools and work at heights including climbing ladders and scaffolding.

# 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** |
|  | **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 so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act 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 practices  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 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 understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write 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 collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively 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’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate 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 evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify 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 outputs  Clearly communicate team members’ roles and responsibilities  Contribute to developing team capability and recognise potential in people  Recognise good performance, and give support and regular constructive feedback linked to development needs  Identify appropriate learning opportunities for team members  Create opportunities for all team members to contribute  Act as a role model for inclusive behaviours and practices  Recognise performance issues that need to be addressed and seek appropriate advice | Foundational |
| **Occupation specific capability set** | | | | |
|  | **Oversee work health, safety, quality and environmental sustainability**  Promote a strong culture of responsibility for safety and sustainability, and ensure controls are in place to address health, safety and environmental risks associated with the project | | Understand and implement a safety culture and model safe work and wellbeing behaviours and leadership on moderately complex projects and within own sphere of influence.  Always act to ensure own safety and that of others.  Understand and communicate environmental compliance requirements for moderately complex projects and within own sphere of influence.  Implement a culture of minimal harm to the environment.  Understand, identify and implement broader environmental sustainability principles (economic, social, human and environment) for moderately complex projects.  Understand and comply with the requirements of work health, safety, environment and quality Acts, Regulations, Authorities and Organisations, and use industry best practices. Develop and implement project specific compliance and performance requirements for moderately complex projects. | Established |

# 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 | 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 |