Cluster	Department of Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Exhibitions / Strategic Collections
Location	All MAAS Sites
Classification/Grade/Band	Assistant Registrar Grade 1
ANZSCO Code	
PCAT Code	
Date of Approval	Aug 2019
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.

Organisational Context of Position

The **Curatorial, Collections and Exhibitions** Department, encompassing Curatorial, Strategic Collections and Production works cooperatively to develop, manage and conserve collections, conduct research, develop, source, deliver, interpret and maintain long-term and temporary exhibitions. The Department provides content to the Museum's ambitious and multi-faceted programs and experiences. The Department initiates and proactively explores ways to expand and disseminate knowledge about the collection.

Strategic Collections is one of three teams reporting to the Director, Curatorial, Collections and Exhibitions and encompasses Registration, Conservation and Library.

The Registration unit manages the Museum's collection and collection-based information according to professional museum standards, and NSW regulatory requirements, including documentation, processing, access, inward and outward loans, storage, movement and transport of objects, and creating and maintaining records for these. The unit has a major responsibility for coordinating all audit, valuation, insurance, collection copyright, and legal matters relating to the collection; and participates in exhibition development including planning, exhibition preparation and installation and dismantling. Registration also manages the Museum's archives both institutional and acquired, servicing internal and external access and managing the archives management database.

Primary purpose of the role

The MAAS Project is the relocation of the Powerhouse Museum and part of a wider government project for the creation of a new arts and cultural precinct in western Sydney. The Assistant Registrar will be a part of a team working on the preparation of the collection currently stored at Ultimo for digitization and relocation to the Museums Discovery Centre.

Key accountabilities

1. Assist the Manager and Registrars with relevant operational planning processes and policy development and contribute to the implementation of the Museum's strategic plan.

2. In consultation with the Manager and Registrars build and maintain external stakeholder relationships, including museums and galleries, government departments and other organisations to advocate for MAAS, to develop business networks and to build awareness of the MAAS programs.

3. Assist with the implementation of the Museum's collection and collection-based information systems according to professional museum standards, and NSW regulatory requirements, including, but not limited to, collection management, documentation and cataloguing, processing, access, acquisitions and de-accessions, inward and outward loans, storage, movement and transport of objects, and creating and maintaining records for these.

4. Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.

5. Ensure adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.

6. This position may be required to act as an object courier on behalf of MAAS.

7. Assist with ensuring the safety, security, location control and maintenance of objects on display and on storage.

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the conceptualization and realization of MAAS' vision, mission and strategic direction

- 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

- Ensure MAAS is positioned as the leading museum of applied arts and sciences

Key challenges

- Achieving project deadlines and milestones to the required standards and within budget

- Working collaboratively with Museum staff who are physically distributed across multiple sites
- Identifying issues adversely impacting on strategic collection services and the development and implementation of strategies to overcome them

Key relationships

Who	Why
Internal	
Collection Logistics Coordinator	Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
Collection Logistics Relocation Team	Work collaboratively to contribute to achieving team outcomes
Stakeholders	Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation
External	
VIPs, government agencies Lenders, collectors, donors, sponsors	To ensure excellent customer service, and maximise relationships and opportunities
MAAS Visitors	Representing MAAS and its activities and its policies

Role dimensions

Decision making

- Is accountable for delivery of registration services working within approved policies, processes and procedures
- Refers to supervisor for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits
- Works as part of the team to achieve agreed business objectives and performance criteria
- Submits reports, analysis, briefing and other forms of advice with input from supervisor

Reporting line

Collection Logistics Coordinator

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

1. Knowledge and experience in museum collection management and documentation

2. Experience in the handling, packing, transport and storage of all types of museum objects, to professional museum level, and knowledge of national and international freight procedures

3. Demonstrated ability to work independently and as a member of a team

4. Sound organisational and administrative skills and attention to detail

5. Knowledge and experience of collection information systems, barcoding and digital photography

6. Sound written and verbal communication skills, including the ability to prepare high quality documentation and reports

7. Demonstrated understanding of risk management and disaster preparedness

8. Ability to prioritise and balancing responsibilities and meet project deadlines

Qualifications:

The position requires a relevant degree or appropriate qualifications. Drivers Licence is essential or willingness to obtain licence. Relevant post-graduate qualifications are also desirable.

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

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

This role also utilises an occupation specific capability set.

Capability summary

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	Foundational
	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	Intermediate
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Occupation / profession specific capabilities	
Capability Set	
Occupation Specific	Driver's License or willingness to obtain License

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	• 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 • Maintain own motivation when tasks become difficult
Relationships Work Collaboratively	Intermediate	• 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	• 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	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies