**Be Role Description** Registrar Grade 1

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| **Cluster** | Justice |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions: Strategic Collections |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Grade 1 |
| **ANZSCO Code** | 139911 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | April 2017 |
| **Agency Website** | maas.museum |

**Agency Overview**

***A catalyst for creative expression and curious minds***

The Museum of Applied Arts and Sciences (MAAS) is an executive agency of the New South Wales State Government. Embodying the best of design ingenuity and innovation, the Museum profiles one of the world’s great collections and is a highly successful interdisciplinary institution that sits at the intersection of the arts, design, science and technology and plays a critical role in supporting the brand and vision of the city.

Access to the Museum’s exceptional collection is a cornerstone of the vision, opening up opportunities for engagement, participation and research. Deepening audience engagement, bringing the collections to life through hands on experiences and offering a variety of pathways through ideas and information is key to the delivery of our programs for people of all ages.

MAAS currently operates three sites, the Powerhouse Museum in Ultimo, Sydney Observatory in Millers Point and Museums Discovery Centre in Castle Hill. In April 2018, the NSW Government announced the largest investment in museum infrastructure in Australia’s history, which will enable MAAS to expand its operations, and will ensure the Museum and its collection remain a critical part of our local and global communities for centuries to come.

A new, world-class flagship MAAS campus will be built in Parramatta, opening in 2023, and the Museums Discovery Centre will be expanded by 35%. Further planning is also underway for cultural spaces at Ultimo, which include a MAAS-led design and fashion museum.

Those joining the MAAS team at this time will be given a career-defining opportunity to work on a project will which will break new ground in the way museums do business.

**Organisational Context of the Role**

**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 of Curatorial, Collections and Exhibitions and encompasses Registration, Conservation and Library.

**Registration Unit**

**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**

Implements Museum policies, processes and procedures encompassing inward and outward loan management, collection administration, stores and logistics, documentation and exhibitions, archives management.

**Key accountabilities**

1. Maintain established working relationships with internal units to achieve an effective, integrated and interdisciplinary approach to strategic collections management.
2. Assist the Manager with relevant operational planning processes and policy development and contribute to the implementation of the Museum’s strategic plan.
3. 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.
4. Contribute to and administer to 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 deaccessions, inward and outward loans, storage, movement and transport of objects, and creating and maintaining records for these.
5. Ensure the safety, security, location control and maintenance of objects on display and in storage.
6. Contribute to the coordination for all audit, valuation, insurance, collection copyright, and legal matters relating to the collection.
7. Participate in exhibition development including planning, exhibition preparation, movement, transportation, installation and dismantling of objects and exhibition related materials and props
8. Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place
9. Supervise staff, volunteers and interns to ensure a high level of collection management practice and a culture of optimal external and internal customer service.
10. This position may be required to act as an object courier on behalf of MAAS.

**General Requirements**

* Work in an interdisciplinary manner across project teams and Museum initiatives
* 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**

* Working collaboratively with Museum staff who are physically distributed across multiple sites
* Identify issues adversely impacting on strategic collection services and the development and implementation of strategies to overcome them.
* Effectively balance the requirements for object access and display with those of   
  security and preservation.

**Key relationships**

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| **Who** | **Why** |
| **Internal** |  |
| Registration Manager  Strategic Collections Team  Curatorial and Production Teams  Development Team  Programs and Engagement Department | Receive overall direction and instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed  Collaboratively working to optimise commercial opportunities site-specific and shared programming  Collaboratively working to optimise commercial opportunities site-specific and shared programming  Enhance opportunities for collection access  Enhance opportunities for visitor engagement |
| **External** |  |
| VIPs, government agencies  Lenders, collectors, donors, sponsors  Media  Contractors and consultants  Peers, cultural organisations | To ensure excellent customer service, and maximise relationships and opportunities |
| MAAS Visitors | Representing MAAS and its activities and policies |

**Role dimensions**

**Decision making**

This role:

* Has a degree of autonomy and is accountable for delivery of registration services working within approved plans, budget and quality standards
* 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**

Registration Manager

**Direct reports**

Nil

**Budget/Expenditure**

Nil

**Essential requirements**

1. A sound knowledge and experience in museum collection management and documentation, including storage and exhibition processes.
2. Experience in the handling, packing, transport and storage of all types of museum objects, to professional museum level, and sound knowledge of national and international freight procedures
3. Demonstrated ability to plan, schedule and manage projects, allied with excellent organisation skills and attention to detail.
4. Knowledge and experience of collection information systems, barcoding and digital photography, including solution development and implementation.
5. Excellent written and verbal communication skills, including the ability to prepare high quality documentation and reports
6. Demonstrated understanding of risk management and disaster preparedness
7. Ability to prioritise and meet project deadlines within budget

**Qualifications:**

* The position requires a relevant degree or appropriate qualifications.
* Essential:
* Driver’s licence
* Forklift licence
* Desirable:
* Medium Rigid (MR) truck 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](file:///C:\Users\dollam\AppData\Local\Microsoft\Windows\Cultural%20Development\Role%20Descriptions\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](file:///C:\Users\dollam\AppData\Local\Microsoft\Windows\Cultural%20Development\Role%20Descriptions\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.

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| **NSW Public Sector Capability Framework** | | |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | Adept |
| **Manage Self** | Adept |
| Value Diversity | Intermediate |
|  | Communicate Effectively | Adept |
| **Commit to Customer Service** | Advanced |
| **Work Collaboratively** | Advanced |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | Advanced |
| **Plan and Prioritise** | Adept |
| **Think and Solve Problems** | Adept |
| **Demonstrate Accountability** | Adept |
|  | Finance | Intermediate |
| **Technology** | Advanced |
| **Procurement and Contract Management** | Adept |
| **Project Management** | Adept |
|  | Manage and Develop People | Adept |
| Inspire Direction and Purpose | Adept |
| Optimise Business Outcomes | Adept |
| Manage Reform and Change | 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.

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| **NSW Public Sector Capability Framework** | | |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Act with Integrity | Adept | * Represent the organisation in an honest, ethical and professional way and encourage others to do so * Demonstrate professionalism to support a culture of integrity within the team/unit * Set an example for others to follow and identify and explain ethical issues * Ensure that others understand the legislation and policy framework within which they operate * Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**  Manage Self | Adept | * 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**  Commit to Customer Service | Advanced | * Promote a culture of quality customer service in the organisation * Initiate and develop partnerships with customers to define and evaluate service performance outcomes * Promote and manage alliances within the organisation and across the public, private and community sectors * Liaise with senior stakeholders on key issues and provide expert and influential advice * Identify and incorporate the interests and needs of customers in business process design * Ensure that the organisation's systems, processes, policies and programs respond to customer needs |
| **Relationships**  Work Collaboratively | Advanced | * Build a culture of respect and understanding across the organisation * Recognise outcomes which resulted from effective collaboration between teams * Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government * Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions |
| **Results**  Deliver Results | Advanced | * Drive a culture of achievement and acknowledge input of others * Investigate and create opportunities to enhance the achievement of organisational objectives * Make sure others understand that on-time and on-budget results are required and how overall success is defined * Control output of business unit to ensure government outcomes are achieved within budget * Progress organisational priorities and ensure effective acquisition and use of resources * Seek and apply the expertise of key individuals to achieve organisational outcomes |
| **Results**  Plan and Prioritise | Adept | * Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work * Initiate, prioritise, consult on and develop team/unit goals, strategies and plans * Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses * Ensure current work plans and activities support and are consistent with organisational change initiatives * Evaluate achievements and adjust future plans accordingly |
| **Results**  Think and Solve Problems | Adept | * Research and analyse information, identify interrelationships and make recommendations based on relevant evidence * Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options * Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness * Identify and share business process improvements to enhance effectiveness |
| **Results**  Demonstrate Accountability | Adept | * Assess work outcomes and identify and share learnings to inform future actions * Ensure that actions of self and others are focused on achieving organisational outcomes * Exercise delegations responsibly * Understand and apply high standards of financial probity with public monies and other resources * Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others * Conduct and report on quality control audits * Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**  Technology | Advanced | * Show commitment to the use of existing and deployment of appropriate new technologies in the workplace * Implement appropriate controls to ensure compliance with information and communications security and use policies * Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes * Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes * Implement and monitor appropriate records, information and knowledge management systems protocols, and policies |
| **Business Enablers**  Procurement and Contract Management | Adept | * Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management * Develop well written, well-structured procurement documentation that clearly sets out the business requirements * Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective * Be aware of procurement and contract management risks, and what actions are expected to mitigate these * Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles * Escalate procurement and contract management issues where required |
| **Business Enablers**  Project Management | Adept | * 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 |