

Role Description

Exhibition Project Manager



Cluster	Department of Premier and Cabinet
Agency	Australian Museum
Division/Branch/Unit	Engagement, Exhibitions & Cultural Connection
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Temporary
Role Number	TBA
ANZSCO Code	511112
PCAT Code	1232292
Date of Approval	March 2017
Agency Website	http://australian.museum

Agency overview

The Australian Museum (AM) operates within the NSW Department of Premier and Cabinet, is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The new AM mission is: *To ignite wonder, inspire debate and drive change.*

The new AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

About the role

Planning, coordinating and delivering a diverse range of exhibition-centric capital works projects across the Museum to agreed outcomes within time and budget constraints. The role holder will work collaboratively to consider all departmental interdependencies and needs. They will ensure that the project work complies with all codes and regulations, meets collections care requirements and provides a safe and inclusive environment for staff and visitors. This role sits within a small but agile project management team juggling multiple exhibition projects, objectives and deadlines within the Exhibitions branch.

Key accountabilities

- Plan, schedule and coordinate a diverse range of exhibition refurbishments and new experiences, including a First Nations-led children’s discovery space and vibrant natural science galleries, through the application of approved project management principles and methodology.
- Completion of project plans/briefs, business cases, risk assessments and progress reports to identify and address issues and ensure the delivery of projects on time and on budget.
- Map interdependencies and establish cooperative and productive relationships and project control groups with important stakeholders, including Building Services, Education, Collections Care & Conservation and Natural Science and Cultural Collections staff.
- Develop robust RFP/Qs and manage procurement processes in line with NSW government guidelines and AM processes; managing contracts and timing of project delivery in harmony with other activities across the organization to minimise disruption to Museum visitors, operations and activities.
- Responsible for the delivery of content, design and delivery through all stages, ensuring stakeholders have input into the project development, understand timelines and constraints, and provide subject-matter expert information or approval as required.
- Monitor projects to ensure they meet project compliance obligations in relation to all codes and regulations including Work Health and Safety (WH&S), the Building Code of Australia (BCA) and Australian Standards applicable to the construction industry and government requirements as well as international best practices and standards for accessibility & inclusion and sustainability.
- Create and systematically maintain project records ensuring that they are securely filed and accessible, especially records relating to hazardous materials, project plans and drawings, and major incidents.

Key challenges

- Ensuring all assigned capital projects in a heritage building are delivered on time and within budget and meet full NSW Government policies and guidelines (for procurement, tendering and documentation) with strict reporting requirements.
- Delivering innovative, sustainable and inclusive visitor experiences that bring together the AM’s collections, subject-matter expertise and diverse voices with tight deadlines and competing priorities based upon a rolling schedule of temporary and permanent new exhibitions vying for resources.
- Maintaining maximum availability of facilities to staff and visitors to the Museum while projects are undertaken (often simultaneously) and in accordance with building and safety related regulations and essential requirements for collections care and security.

Key relationships

Who	Why
Internal	
<ul style="list-style-type: none"> • Manager, Exhibitions (primary) 	<ul style="list-style-type: none"> • Reports to the Manager for the delivery of assigned exhibitions projects or other duties as required. • Provides timely reports and updates or escalates issues and risks to Manager.
<ul style="list-style-type: none"> • Building Services • Project Teams 	<ul style="list-style-type: none"> • Works collaboratively to oversee the conceptual development, preparation and delivery of capital exhibitions. • Prepares project status reports outlining project status, costing, timeframes, issues and resolution. • Leads project meetings to report on project status. Provides feedback, information and formal reporting via the Manager, to ensure all projects

	<p>are on track, properly resourced and funded for delivery on time and to budget.</p> <ul style="list-style-type: none"> • Provides clear and effective communication between project teams and leadership, seeking input and approvals, and responding to instructions received. • Ensures project teams and other stakeholders or service contractors submit deliverables and content according to scheduled milestones.
External	
<ul style="list-style-type: none"> • External contactors, commercial suppliers and stakeholders who supply services, loaned material and undertake capital works 	<ul style="list-style-type: none"> • Works closely with a wide range of contractors and suppliers to ensure that activities and projects are achieved on time and on budget with minimum disruption. • Provide detailed scopes of work, briefs and any supporting documentation as part of the coordination, delivery and award of • project tenders/quotes or service contracts in accordance with current NSW Government procurement policies and guidelines. • Manages and negotiates with external consultants, contractors and suppliers in the provision of goods and specialist services for exhibition contracts. • Monitors the provision of services and provides feedback to contractors and suppliers to ensure KPI's and WH&S requirements are met and maintained and work is conducted in accordance with relevant codes and legislation. • In partnership with the Manager, Exhibitions, negotiates commitments, agreements and direction and balances competing expectations, priorities and agendas with stakeholders. • Negotiates and formalises agreements for object loans, images/AV or specialist content with the advise of internal parties to comply with policy and process.

Role dimensions

Decision making

- The role has some autonomy to determine short-to-medium term priorities in accordance with overall directed project plans and schedules, while ensuring that the Manager, Exhibitions is informed of project developments and progress.
- Assessment and preparation of written recommendations to project team, Manager and Director for tasks or outcomes including, but not limited to commissioning works, tenders, and commitment to formal written agreements with other organizations, or goods and services providers.
- Coordinates with, and provides project direction to branches including Building Services, Security, ICT staff when undertaking interdependent work.
- Applies discretion and makes decisions about how to respond to issues as they arise with the more complex and/or contentious matters referred to and discussed with the Manager, Exhibitions before acting or responding.
- In consultation with the Manager, Exhibitions, makes decisions on project planning and coordination on behalf of the Museum including taking appropriate action when project targets are at risk.

Reporting line

The role reports directly to the Manager, Exhibitions.

Direct reports

Nil ongoing direct reports assigned to position.

Budget/Expenditure

Role holder will maintain day-to-day oversight and reporting for assigned capital project budgets.

Requirements for the role

Essential

1. Tertiary qualifications in a relevant discipline and/or a minimum of 5 years equivalent working experience in the Heritage or Arts & Culture industry.

Knowledge and Experience

1. Experience in managing capital programs in cultural venues, and delivering family-friendly exhibitions of varying size, with an emphasis on public spaces that have a heritage component featuring high-value cultural and natural science collections.
2. Demonstrated project management skills together with substantial knowledge of, and experience in, working collaboratively with diverse subject-matter experts responsible for content and design development in a public space.
3. Excellent working knowledge and understanding of the application of guidelines, Work Health and Safety (WH&S) legislation and regulations; NSW government procurement and tendering processes; and building services and infrastructure, including building codes and standards.
4. Adequate knowledge and experience to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

Desirable

1. Class C Drivers' License
2. Construction White Card





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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change. • Offer own opinion and raise challenging issues. • Listen when ideas are challenged and respond in a reasonable way. • Work through challenges. • Stay calm and focused in the face of challenging situations.
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • 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.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Seek and respond positively to constructive feedback and guidance. • Demonstrate a high level of personal motivation. • Encourage a culture of recognising the value of collaboration. • Build co-operation and overcome barriers to information sharing and communication across teams/units. • Share lessons learned across teams/units. • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work.
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes. • Make sure team/unit staff understand expected goals and acknowledge success. • Identify resource needs and ensure goals are achieved within budget and deadlines. • Identify changed priorities and ensure allocation of resources meets new business needs. • Ensure financial implications of changed priorities are explicit and budgeted for. • Use own expertise and seek others' expertise to achieve work outcomes.
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending. • Take account of financial and budget implications, including value for money in planning decisions. • Present basic financial information to a target audience in an appropriate format. • Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them. • Display an awareness of financial risk and exposure and solutions to address these.
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • 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.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Monitor the completion of project milestones against goals and initiate amendments where necessary.• Evaluate progress and identify improvements to inform future projects.
