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| --- | --- |
| **Cluster** | Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Collection Relocation & Digitisation Project / Conservation |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Conservator, Grade 1 |
| **ANZSCO Code** | 234911 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | April 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.

# 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 Conservator will be part of a team working on the preparation of the collection currently stored at Ultimo for digitisation and relocation to the Museums Discovery Centre.   Under the supervision of a Senior Conservator, the Conservator will develop and execute conservation treatment of objects, according to their specialisation.

# Key accountabilities

* Value add to the collection by stabilising, conserving, documenting and custom housing objects identified by the assessment team needing further conservation treatment prior to transportation.
* Perform complex conservation treatments of objects in preparation for their relocation.
* Collaborate with peers across the project to receive information regarding the conservation requirements of assessed objects; to provide expert advice on any transport and packing requirements for objects; and to ensure the overall success of the relocation project.
* Ensure compliance with all relevant WHS requirements.
* Assess conservation and preservation needs, participate in optimal preventive conservation activities and procedures, undertake research and assist in the identification and management of hazards present in the Museum collections
* Ensure the safety, security, location control and maintenance of objects on display and on storage
* This role requires work in a laboratory environment, and requires well developed manual dexterity, fine motor skills and the physical capacity to stand for long periods.

# Key challenges

* Achieving project deadlines and milestones.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Senior Conservator | * 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** |  |
| Industry Networks | * To seek advice and coordinate the loan of specialist equipment and resources from subject matter experts/specialists. |

# Role dimensions

## Decision making

* Is accountable for delivery of conservation 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

Senior Conservator

## Direct reports

Nil

## Budget/Expenditure

Nil

**Key knowledge and experience**

* Demonstrated experience in performing conservation treatments of collection objects relevant to the incumbent’s specialisation.
* Knowledge of national and international frameworks, ethics and issues relevant to heritage collections.
* An 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 2 years conservation experience in one or more subject specialisation areas; or 5 years conservation experience.
* 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 | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | 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  Stay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively change or adjust plans when needed | Intermediate |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |

# 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 | Intermediate |
| Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Work Collaboratively | | Collaborate with others and value their contribution | Foundational |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Project Management | | Understand and apply effective planning, coordination and control methods | Foundational |