

Role Description

Electrical Services Coordinator



Cluster	Planning and Environment
Agency	The Museum of Applied Arts and Sciences
Division/Branch/Unit	Corporate Resources
Location	All MAAS sites
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	312312
PCAT Code	
Date of Approval	Mar 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.

Primary purpose of the role

The purpose of this role is to coordinate maintenance of electrical plant and equipment for all MAAS sites for MAAS.

It provides technical support to monitor and control the various items of electrical plant, equipment and systems in accordance with established parameters and within museum best practice standards and heritage considerations where relevant in order to provide a safe and accessible environment for clients and staff and contribute to the preservation of MAAS collections and exhibitions.

Key accountabilities

1. Planning and coordinating electrical services maintenance which includes statutory, routine and predictive maintenance on all plant and related equipment located across all MAAS sites.
2. Coordinate and supervise contractors undertaking electrical works and ensuring that contract conditions and quality standards are maintained and completed within time constraints and budget.
3. Communicate and consult regularly with key stakeholders regarding maintenance and outages and compliance with museum standards and operational requirements.

4. Maintaining all required documentation and records regarding electrical plant including plant registers, logbooks, plans and manuals, reports, submissions, technical specifications and procurement of goods and services.
5. Ensure that emergency plant operation procedures are in place including a plan for contingencies and develop strategies for minor emergencies.
6. Providing technical expertise in the operation, function, design, control and maintenance of electrical services and systems to a recognised quality standard including but not limited to, all buildings, exhibitions, lighting systems, HVAC systems and electrical switchboards.
7. Provide advice and technical expertise related to electrical requirements for exhibition design, construction and modifications, including running costs, employee and public safety issues.

General Requirements

- 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.

Key challenges

- Keeping up to date with changes to and developments in technology, plant and equipment operational and maintenance parameters.
- Sourcing appropriate contractors and suppliers.
- Consulting and negotiating with diverse stakeholders.

Key relationships

Who	Why
Internal	
Facilities & Asset Manager	To receive advice and direction on performing duties of role.
Facilities & Asset Management Team	To work collaboratively with other Facilities Team staff to ensure a coordinated holistic approach to the organization's assets.
Curatorial, Collections & Exhibitions Dept	To work collaboratively with key stakeholders within the Museum to ensure that the maintenance of electrical services is compliant with Museum policies and supports MAAS objectives.
External	
Contractors	Ensure that all planned preventative maintenance and repair works undertaken are of the highest standard and in compliance with provisions of the relevant Australian Standards, Regulatory Bodies and Authorities and design rules and that all work undertaken is completed in a safe, orderly, efficient and timely way.
Suppliers	To ensure that stock supplies are delivered on time / as required.

Role dimensions

Decision making

The position operates with a high degree of autonomy in the day-to-day operation of electrical services. The position holder must assess, prepare, and priorities all maintenance and repairs and provide solutions to problems and liaise with other Museum personnel in the pursuit of effective repairs and maintenance.

Emergency work requiring remedial repairs including engaging contractors to carry out infrastructure services work will be required. This role may be required to be contactable after business hours to assist with resolving any electrical system problems

Reporting line

Facilities & Assets Manager

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Electrical Trades Certificate and a NSW Electrical Supervisor License
- Experience in liaising with and managing contractors in the delivery of planned, reactive and agreed electrical works and maintenance services.
- A thorough knowledge of electrical services installed in modern buildings including advanced knowledge of switchboards and commercial power supply systems.
- Sound knowledge of existing Australian Standards and regulations pertaining to the electrical environment, WH&S regulations and electrical maintenance procedures.
- Have an understanding of the complexities involved in working within a Museum or large building type environment.
- Demonstrated experience in power management (switchboards) and generation system design and maintenance requirements needed to keep needed to keep the museums buildings and exhibitions operational.





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

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral indicators provide examples of the types of behaviors 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	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals

		<ul style="list-style-type: none"> • 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		
Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 option • 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
Business Enablers		
Procurement and Contract Management	Adept	<ul style="list-style-type: none"> • 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