

Role Description

Project Officer



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|---------------------------|---|
| Cluster | Department of Creative Industries, Tourism, Hospitality and Sport |
| Agency | Museums of History NSW (MHNSW) |
| Division/Branch/Unit | Corporate Services Division Capital Program Delivery Team |
| Location | Sydney |
| Classification/Grade/Band | Clerk Grade 7/8 |
| Role Number | |
| ANZSCO Code | 511112 |
| PCAT Code | 1326465 |
| Date of Approval | 22 July 2020 |
| Agency Website | www.mhnsw.au |

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the Department of Creative Industries, Tourism, Hospitality and Sport and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

MHNSW brings together the museums, historic houses, and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving, and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation, and consultancy services.

Primary purpose of the role

Manage and implement a range of construction, conservation and other service delivery projects across Museums of History NSW's portfolio to achieve project outcomes, corporate plan objectives while meeting statutory obligations under the *Museums of History Act 2022* and other relevant legislations.

Key accountabilities

- Collaborate with the Head of Capital Program delivery and Project Managers to deliver a range of construction, conservation, interpretation projects ensuring the projects are delivered on time, budget and to quality expected by the agency.
- Coordinate the delivery of projects, working closely with consultants and contractors to ensure compliance with project requirements and specifications to guarantee projects are completed on time and budget.
- Provide timely advice and communications about projects to all stakeholders through status updates, reports, budgets and discussion papers.
- Prepare specifications, schedules of work, technical reports, drawing and contract documents to ensure projects are planned and develop to expected standards and requirements.
- Maintain project records, research and documentation within the relevant databases and systems to retain accurate information on an ongoing basis.
- Participate as a member of a Project Control Group (PCG's) to monitor progress in line with agreed plans and budgets to ensure project outcomes are met.

Key challenges

- Delivering concurrent individual projects across the agency's sites within financial and time constraints to agreed standards, meeting project business cases and other project milestones.
- Dealing with complex technical matters in a heritage environment to ensure successful project implementation.
- Providing timely and effective coordination of a program to deliver effective collaboration with clients and stakeholders.

Key relationships

| Who | Why |
|---|--|
| Internal | |
| Head of Capital Program Delivery | <ul style="list-style-type: none"> • Receive guidance in relation to broad project outcomes. • Provide regular updates and reports on the development, delivery and implementation of all projects. • Report on all aspects of project delivery, including undertaking research, • identifying potential projects, evaluating their appropriateness and developing project plans and proposals. • Liaise with to establish with appropriateness of project proposals and plans. |
| Capital Program Delivery Team | <ul style="list-style-type: none"> • Work with to gain and provide project delivery advice and support for projects. • Communicate with/keep updated on planning and deliver of projects. |
| Building & Facilities Coordinators, Building & Facilities Officer and other project staff at the Portfolios | <ul style="list-style-type: none"> • Provide project delivery support and advice on an ongoing basis. • Develop effective working relationships. • Collaborate with to balance being sensitive to the particular and often complex conservation needs of MHNSW sites with the requirements of projects. |
| External | |
| | • |

| Who | Why |
|---|---|
| Key external stakeholders including networks, cultural organisations, local governments, heritage, history and other industries | <ul style="list-style-type: none"> • Consult with on a range projects to enable their delivered and implemented. • Collaborate with to gain support for and facilitate effective project delivery and implementation. • Communicate with/keep updated on planning and deliver of projects. |
| Contractors and partners | <ul style="list-style-type: none"> • Liaise with on projects and provide regular information on the progress of projects. • Collaborate with to ensure compliance with project requirements and specifications. |

Role dimensions

Decision making

This role:

- Takes active ownership of own work.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Works collaboratively with stakeholders to achieve project outcomes.
- Has a high level of autonomy and is fully accountable for the delivery of work assignments and projects on time and to expectation in terms of quality, deliverables and outcomes.
- Maintains records through the appropriate archiving management and project documentation of research through the agency's databases and systems.
- Develops and coordinates effective working relationships with a diverse range of internal and external stakeholders to deliver planned outcomes and overcome communication, resourcing and practical challenges that arise from an agency dispersed over a number of sites.
- Escalates decisions that require significant change to project outcomes or timeframes.
- Ability to work both as part of a team and autonomously with limited supervision with changing priorities and pressured deadlines whilst maintaining a flexible and professional approach.

Reporting line

This role reports to the Head of Capital Program Delivery.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in Project Management within the Built Environment architecture or experience in delivering projects in a multi-disciplinary cultural, museums or heritage environment.
- Experience in preparing technical and other project documentation including specifications and schedules of work, technical reports, professional correspondence and budget reports.
- Experience in managing construction works using either the Mini Minor Works (MMW) and Minor Works 21 (MW21) Contacts.
- Experience working with a range of technical and trade contractors and professional consultants.
- Experience in managing construction projects, budgets, work programs and delivering project plans with the ability to prioritise and meet competing deadlines.

- A strong record of developing and coordinating relationships across teams, divisions and externally to deliver planned outcomes.
- Excellent written and verbal communications skills.
- Knowledge of current heritage conservation principles and practices in Australia, and knowledge of key legislation including the *NSW Heritage Act 1977* and the *Environmental Planning & Assessment Act 1979* and the *Museums of History Act 2022*. Ability to work within the boundaries of heritage environment, legislation and statutory requirements particularly the *Museums of History Act 2022* and the NSW State Plan.
- A current NSW driver's licence.
- Willingness to work across and ability to travel to multiple work locations.

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.


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.

| NSW Public Sector Capability Framework | | |
|--|--------------------------------|--------------|
| Capability Group | Capability Name | Level |
|  Personal Attributes | Display Resilience and Courage | Intermediate |
| | Act with Integrity | Adept |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Intermediate |
|  Results | Deliver Results | Adept |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Intermediate |

NSW Public Sector Capability Framework

| Capability Group | Capability Name | Level |
|---|-------------------------------------|--------------|
|  | Finance | Intermediate |
| | Technology | Intermediate |
| | 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 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 Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation |
| Relationships Communicate Effectively | Adept | <ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats |
| Relationships Work Collaboratively | Adept | <ul style="list-style-type: none"> 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 |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|-------|---|
| 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 |
| 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 • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects |