

# Role Description

## Producer -Strategic Projects



Role Description Fields	Details
Cluster	Premier and Cabinet
Department/Agency	Museum of Applied Arts Sciences
Division/Branch/Unit	Strategic Projects
Role number	51002001
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	2121
PCAT Code	1119192
Date of Approval	29 July 2022
Agency Website	<a href="http://www.maas.museum">www.maas.museum</a>

### 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 1881, the museum includes the Powerhouse Ultimo, Sydney Observatory, the Museums Discovery Centre in Castle Hill and will expand to include the museum's new flagship - Powerhouse Parramatta. 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.

The Museum of Applied Arts and Sciences is undertaking landmark renewal program which includes the creation of Powerhouse Parramatta, the largest cultural infrastructure project since the Sydney Opera House; the expansion of Museum's Discovery Centre, Castle Hill which includes expanded storage and new research and public facilities and the renewal of the iconic Powerhouse Museum in Ultimo. Key to the renewal is the assessment and digitisation of over 380,000 objects from the museum's collection providing new levels of access.

### Primary purpose of the role

The Producer - Strategic Projects role reports directly to the Director Strategic Projects – Powerhouse Program. This role will work closely with the Director Strategic Projects to produce and deliver strategic public and digital programs for the Powerhouse Program with local, national, and international partners. A key focus is to build audiences across community and industry to ensure the Museum is at the forefront of contemporary Museum practice.

### Key accountabilities

- Liaise and manage relationships with key local, national, and international partners.
- Work in an interdisciplinary manner across project teams and Museum initiatives.
- Produce and deliver strategic public and digital programs for the Powerhouse Program.
- Produce and manage program budgets and schedules.
- In conjunction with the Director Strategic Programs, take a key role in the development and implementation of Audience Engagement for Powerhouse Program.
- Research local, national and international public and digital programs.

## Key challenges

- Developing and maintaining strong and productive internal and external partnerships with organisations, representative bodies and communities, and NSW Government agencies – managing differing goals, perspectives, and expectations.
- Delivering results across the organisation with tight constraints on resources and timeframes, multiple issues competing for attention, and changing priorities.

## Key relationships

### Internal

Who	Why
Director Strategic Projects	<ul style="list-style-type: none"><li>• Take overarching direction. Inform and align strategic outcomes with the vision of the Director. Escalate issues, support and exchange information.</li></ul>
Internal stakeholders- various teams	<ul style="list-style-type: none"><li>• Collaborate on projects, provide content.</li></ul>

### External

Who	Why
External stakeholders- artists, producers.	<ul style="list-style-type: none"><li>• Build relationships to establish creative partnerships.</li></ul>

## Role dimensions

### Decision making

The Producer - Strategic Projects

- works closely with the Director Strategic Projects to produce and deliver the Powerhouse Program.
- Has some autonomy and is accountable for the creative production in agreed projects.
- Refers to supervisor for decisions that require a change to strategic approach; that is likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits.
- Delivers activities to achieve agreed business objectives and performance criteria.

### Reporting line

The role reports to the Director Strategic Projects – Powerhouse Program

### Direct reports

Nil

### Budget/Expenditure

TBC

## Key knowledge and experience

- Extensive producing experience across public and digital programs preferably gained in a museum, cultural organisation or in a similar environment.
- Experience and track record in producing and delivering public and digital programs within a context of tight timeframes and budgets, political sensitivities and high levels of public interest.
- Superior organisational skills and understanding of relevant financial and administrative procedures.
- Ability to work with stakeholders across Government, industry and community

-  Appropriate tertiary qualifications or demonstrated relevant, equivalent professional experience.

## Essential requirements

- Extensive producing experience across public and digital programs preferably gained in a museum, cultural organisation or in a similar environment.
- Experience and track record in producing and delivering public and digital programs within a context of tight timeframes and budgets, political sensitivities and high levels of public interest.
- Superior organisational skills and understanding of relevant financial and administrative procedures.
- Ability to work with stakeholders across Government, industry and community
- Appropriate tertiary qualifications or demonstrated relevant, equivalent professional experience.

## Capabilities for the role

The [NSW public sector 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
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>• Actively seek, reflect and act on feedback on own performance</li> <li>• Translate negative feedback into an opportunity to improve</li> <li>• Take the initiative and act in a decisive way</li> <li>• Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation</li> </ul>	Advanced

 <b>Personal Attributes</b>	<b>Value Diversity and Inclusion</b> Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> <li>• Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders</li> <li>• Demonstrate cultural sensitivity, and engage with and integrate the views of others</li> <li>• Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences</li> <li>• Recognise and adapt to individual abilities, differences and working styles</li> <li>• Support initiatives that create a safe and equitable workplace and culture in which differences are valued</li> <li>• Recognise and manage bias in interactions and decision making</li> </ul>	Adept
 <b>Relationships</b>	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Recognise outcomes achieved through effective collaboration between teams</li> <li>• Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government</li> <li>• Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions</li> <li>• Network extensively across government and organisations to increase collaboration</li> <li>• Encourage others to use appropriate collaboration approaches and tools, including digital technologies</li> </ul>	Advanced
 <b>Results</b>	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> <li>• Drive a culture of achievement and acknowledge input from others</li> <li>• Determine how outcomes will be measured and guide others on evaluation methods</li> <li>• Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>• Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>• Control business unit output to ensure government outcomes are achieved within budgets</li> <li>• Progress organisational priorities and ensure that resources are acquired and used effectively</li> </ul>	Advanced



### Project Management

Understand and apply effective planning, coordination and control methods







- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects






Adept

## 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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept

	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	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	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational