

# Role Description

## Head of Collection

# POWERHOUSE

Cluster	Department of Creative Industries, Tourism, Hospitality & Sport
Department/Agency	Museum of Applied Arts Sciences
Division/Branch/Unit	Collection/Collection Management
Role number	50067476
Classification/Grade/Band	Clerk 11/12
Senior executive work level standards	Not Applicable
ANZSCO Code	139999
PCAT Code	1119192
Date of Approval	21 February 2025
Agency Website	Powerhouse.com.au

### Agency Overview

The Powerhouse Museum sits at the intersection of arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. We are undertaking a landmark \$1.2 billion infrastructure renewal program, spearheaded by the creation of the new museum, Powerhouse Parramatta; expanded research and public facilities at Powerhouse Castle Hill; the renewal of the iconic Powerhouse Ultimo; and the ongoing operation of Sydney Observatory.

The Powerhouse is the custodian of over half a million objects of national and international significance and is considered one of Australia's finest and most diverse collections. We are also undertaking an expansive digitisation project to provide new access levels to the Powerhouse Collection.

### Primary purpose of the role

The Head of Collection manages the Collection, including acquisition, management, and preservation. The role is also responsible for developing strategies, projects, and initiatives while managing the budget and leading the staff. The role implements innovative museum practices that cater to the organisation's research and community needs and collaborates on developing and delivering the Collection. The role oversees establishing and developing new policies, processes, and systems to drive new ways of working and cross-divisional collaboration.

### Key Accountabilities

- Lead collection preservation and management strategies, projects, and initiatives, including collection assessment, information, data, documentation management, and community and stakeholder engagement, to care for and custodian a rich, varied, and comprehensive collection that meets current and future Museum strategic needs.
- Lead and manage the Collections team, providing day-to-day staff leadership, capability development, and performance management. Ensure staff are engaged and motivated to deliver best practices and innovative collection management strategies and initiatives.
- Partner with researchers, special interest groups and other stakeholders to undertake object registration and assessments that support object knowledge and contextual meaning.

- Oversee the establishment of collection management strategies, policies and procedures relating to acquisitions, collection management and loans, including frameworks and policies, ensuring alignment to the strategic framework, the Powerhouse renewal program and long-term organisational goals and objectives.
- Provide expert advice, guidance, and recommendations to the Director on the Museum's collection preservation and management, including risks and issues, to facilitate informed decision-making and planning across the Directorate.
- Establish effective governance, project management and performance evaluation frameworks to underpin effective implementation within agreed timelines and budget and with the achievement of defined outcomes.
- Establish and maintain strategic national and international external stakeholder relationships to identify opportunities, drive collaboration and ensure the Museum is at the forefront of contemporary museum practice.
- Lead, develop and review collection systems, policies, and processes to drive efficiency and cross-divisional collaboration.
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas of collection management under supervision are monitored for WHS risks and hazards and are reviewed regularly.

## Key challenges

- Build a culture of collaboration within the organisation and with external parties. Work in a cross-disciplinary environment to identify opportunities, drive innovation, and ensure the museum collection is world-class.
- Identify short- and long-term collection care needs and develop a program of work that delivers on collection care responsibilities and requirements to ensure long-term organisational, research and community needs are achieved.
- Identifying and driving continuous improvement in policies, processes and systems to ensure the museum is at the forefront of best practices and embeds innovation in collection care and management approaches.

## Key relationships

### Internal

Who	Why
Director Collection	<ul style="list-style-type: none"> <li>• Obtain the Museum's strategic direction and priorities to align implementation and delivery initiatives</li> <li>• Provide expert advice, counsel and recommendations on collection management aligned to program delivery</li> <li>• Seek guidance and advice on complex and sensitive issues</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Lead, direct and support</li> <li>• Provide guidance and manage performance and receive information and feedback on the achievement of goals and objectives</li> </ul>
Collection & Program Teams	<ul style="list-style-type: none"> <li>• Drive collaboration and new ways of working to ensure best practice program delivery</li> </ul>

## External

Who	Why
Government, Academia, Industry & Community Stakeholders	<ul style="list-style-type: none"><li>Establish professional networks and relationships with stakeholders to maintain currency of issues, share ideas and learnings and collaborate on common responses to emerging and/or developing issues and opportunities</li></ul>
Regional NSW	<ul style="list-style-type: none"><li>Develop collaborative relationships to ensure effective representation and engagement</li></ul>
Other key national and international stakeholders	<ul style="list-style-type: none"><li>Establish working relationships to ensure the Museum is at the forefront of contemporary Museum practice.</li></ul>

## Role dimensions

### Decision making

- The Head of Collection operates with significant autonomy in managing the work area and is accountable for all activities within the assigned area. The role is expected to establish priorities and the work program for the team within an established strategic direction. The role is fully accountable for the quality and integrity of advice provided.
- The role defers to the Director Collection for decision-making on program delivery and schedule changes, complex or politically sensitive matters or those requiring a higher delegation level.

### Reporting line

Director Powerhouse Collection

### Direct reports

- Registration Manager
- Conservation Manager

### Budget/Expenditure

As per Powerhouse delegations

## Key knowledge and experience

- Strong experience and understanding of collection care and management processes, frameworks and governance practices, and engaging diverse audiences with Powerhouse themes, disciplines, and collections.
- Significant experience in collection management system implementation and ongoing management.
- Strong understanding of material culture.

## Essential requirements

- Tertiary qualifications in a relevant area, preferably at the postgraduate level, combined with extensive collection care and management experience within a major museum or gallery of international standing and with a proven record of scholarly achievement and original publication.

## 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.


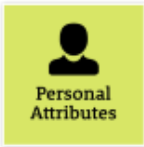
The capabilities are separated into focus capabilities and complementary capabilities

## 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>Value Diversity and Inclusion</b> Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders <ul style="list-style-type: none"> <li>Demonstrate cultural sensitivity, and engage with and integrate the views of others</li> </ul> Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences <ul style="list-style-type: none"> <li>Recognise and adapt to individual abilities, differences and working styles</li> </ul> Support initiatives that create a safe and equitable workplace and culture in which differences are valued <ul style="list-style-type: none"> <li>Recognise and manage bias in interactions and decision making</li> </ul>	Adept



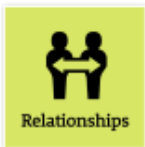
### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

Present with credibility, engage diverse audiences and test levels of understanding

Advanced

- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats



### Work Collaboratively

Collaborate with others and value their contribution

Recognise outcomes achieved through effective collaboration between teams

Advanced

Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government

- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration

Encourage others to use appropriate collaboration approaches and tools, including digital technologies



### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes

Adept

- Make sure staff understand expected goals and acknowledge staff success in achieving these

Identify resource needs and ensure goals are achieved within set budgets and deadlines

- Use business data to evaluate outcomes and inform continuous improvement

Identify priorities that need to change and ensure the allocation of resources meets new business needs

- Ensure that the financial implications of changed priorities are explicit and budgeted for



### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues

Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others

- Take account of the wider business context when considering options to resolve issues

Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements

- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands

Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



### Project Management

Understand and apply effective planning, coordination and control methods

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

Advanced



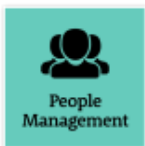
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### **Manage and Develop People**

Engage and motivate staff, and develop capability and potential in others

- Refine roles and responsibilities over time to achieve better business outcomes
- Recognise talent, develop team capability and undertake succession planning
- Coach and mentor staff and encourage professional development and continuous learning
- Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation
- Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Advanced



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### **Manage Reform and Change**

Support, promote and champion change, and assist others to engage with change

- Support teams in developing new ways of working and generating innovative ideas to approach challenges
- Provide guidance, coaching and direction to others who are managing uncertainty and change

Adept

Actively promote change processes to staff and participate in communicating change initiatives across the organisation

Engage staff in change processes and provide clear guidance, coaching and support












Identify cultural barriers to change and implement strategies to address these

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## 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	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate