

Role Description

Assistant Registrar Grade 2

Cluster	Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial, Collections & Exhibitions / Strategic Collections
Location	All MAAS Sites
Classification/Grade/Band	Assistant Registrar, Grade 2
ANZSCO Code	224999
PCAT Code	1119192
Date of Approval	1 November 2022
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 Assistant Registrar Grade 2 will be a part of a team working on the preparation of the collection currently stored at Ultimo for relocation to the Museums Discovery Centre (MDC). This role will be based at the Ultimo studio and the MDC at Castle Hill.

Key Accountabilities

- Support the Packing Team Leader and provide day-to-day supervision and mentoring to the Assistant Registrars and Collections Officers.
- Consider work priorities for the team and actively contribute to team scheduling.
- In partnership with the Team Leader, assist team members and 'troubleshoot' object issues as they arise during the work phase.
- Scope phase progress by running reports and searches on EMu with supervision from the Team Leader.

- Implementation of handling, packing, crating, transport and storage of all types of museum objects, to professional museum level
- Assist with the implementation of the Museum's collection and collection-based information systems according to professional museum standards, and NSW regulatory requirements, including, but not limited to, collection management, documentation and cataloguing, processing, access, acquisitions and de-accessions, inward and outward loans, storage, movement and transport of objects, and creating and maintaining records for these.
- Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.
- Ensure adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.
- This position may be required to act as an object courier on behalf of MAAS.
- Assist with ensuring the safety, security, location control and maintenance of objects on display and in storage.

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives
- 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
- Ensure MAAS is positioned as the leading museum of applied arts and sciences

Key Challenges

- Achieving project deadlines and milestones to the required standards and within budget.
- Working collaboratively with Museum staff who are physically distributed across multiple sites
- Identifying issues adversely impacting on strategic collection services and the development and implementation of strategies to overcome them

Key Relationships

Who	Why
Internal	
Collection Logistics Coordinator	Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
Collection Logistics Relocation Team	Work collaboratively to contribute to achieving team outcomes
Stakeholders	Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation

External

VIPs, government agencies
Lenders, collectors, donors,
sponsors

To ensure excellent customer service, and maximise relationships
and opportunities

MAAS Visitors

Representing MAAS and its activities and its policies

Role dimensions

Decision making

- Is accountable for delivery of registration services working within approved policies, processes and procedures
- 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

Team Leader, Packing

Direct reports

Nil

Budget/Expenditure

Nil

Essential Requirements

- A sound knowledge and a minimum 2 years' experience in museum collection management and documentation
- Experience in the handling, packing, crating, transport and storage of all types of museum objects, to professional museum level, and knowledge of national and international freight procedures
- Demonstrated ability to work independently and as a member of a team
- Excellent organisational and administrative skills and attention to detail
- Knowledge and experience of collection information systems, barcoding and digital photography
- Excellent written and verbal communication skills, including the ability to prepare high quality documentation and reports

- Demonstrated understanding of risk management and disaster preparedness
- Ability to prioritise and balance responsibilities and meet project deadlines
- Ability to work across all Museums sites, as required

Qualifications

- The position requires a relevant degree or appropriate qualifications
- Driver's licence is essential
- Forklift licence is desirable
- Experience with a range of power tools/saws is desirable
- Relevant post-graduate qualifications are also desirable

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 utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

This role also utilises 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	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate



Think and Solve Problems

Intermediate

Demonstrate Accountability

Intermediate



Finance

Foundational

Technology

Intermediate

Procurement and Contract Management

Foundational

Project Management

Foundational

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	Intermediate	<ul style="list-style-type: none"> 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 Maintain own motivation when tasks become difficult
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and follow legislation, rules, policies, guidelines and codes of conduct Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions

		<ul style="list-style-type: none"> • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • 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
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies