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| **Cluster** | Planning and Environment |
| **Agency** | Museum of Applied Arts & Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions |
| **Location** | Ultimo |
| **Classification/Grade/Band** | Registrar Grade 2 |
| **Role Number** | TBA |
| **ANZSCO Code** | 224999 |
| **PCAT Code** | TBC |
| **Date of Approval** | 31 May 2019 |
| **Agency Website** | maas.museum |

Agency overview

***A catalyst for creative expression and curious minds***

The Museum of Applied Arts and Sciences (MAAS) is an executive agency of the New South Wales State Government. Embodying the best of design ingenuity and innovation, the Museum profiles one of the world’s great collections and is a highly successful interdisciplinary institution that sits at the intersection of the arts, design, science and technology and plays a critical role in supporting the brand and vision of the city.

Access to the Museum’s exceptional collection is a cornerstone of the vision, opening up opportunities for engagement, participation and research. Deepening audience engagement, bringing the collections to life through hands on experiences and offering a variety of pathways through ideas and information is key to the delivery of our programs for people of all ages across our three sites: the Powerhouse Museum in Ultimo, Sydney Observatory in The Rocks and the Museums Discovery Centre in Castle Hill.

Planning is underway for the Museum’s longer term future in Parramatta, following the announcement that the Riverbank site will be the site of the Museum of Applied Arts and Sciences, Parramatta. This represents a once in a generation opportunity to develop a twenty first century museum that responds to growth and the changing shape of Sydney, and to contemporary methods of content delivery, learning and collaboration.

Primary purpose of the role

The Collection Storage and Logistics Manager is responsible for the strategic management of storage of the Museum’s collections, and for the management of major and complex collection management and logistics. This position contributes to the development of and implements Museum policies, processes and procedures for collection management, storage and logistics.

# Key accountabilities

* In accordance with the Museum’s major priorities, manage plans for the storage of the Museum’s collections.
* Define and lead the logistical management and large-scale and/or complex movement and installation of the Museum’s collections or objects in the Museum’s care, including playing a key role in major movement projects.
* Supervise and motivate staff, volunteers and interns to ensure a high level of collection management practice and a culture of optimal external and internal customer service.
* Ensure appropriate compliance with work health and safety, risk management, collection preservation, collection incident response and asset management of collection stores and collection logistics projects.
* In consultation with senior Strategic Collections staff and other relevant stakeholders, lead the development of policy and procedures for managing collection storage and complex object logistics.
* Manage and contribute to the Museum's collection and collection-based information systems according to professional museum standards, and regulatory requirements.
* Contribute to the development of annual operating budgets and project specific budgets.
* Drive and manage negotiations and communications with key external and internal stakeholders regarding the Museum’s major collection storage strategies and plans. Build and maintain external stakeholder relationships.
* This position may be required to act as an object courier on behalf of MAAS.

Key challenges

* 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.
* Effectively balancing the requirements for object access and display with those of safety, security and preservation.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed. |
| Strategic Collections Team | * Collaboratively working to optimise opportunities and shared strategic planning and programming. |
| Curatorial, Production, Programs and Education Teams | * Collaboratively working to optimise opportunities and shared programming, and to enhance optimise opportunities for collection access. |
| **External** |  |
| Ministry officers, government departments, auditors, insurers, legal advisors, freight agents, consultants, contractors, suppliers, other international, national and state cultural institutions, professional consultants, members of the public and educational institutions | * To ensure excellent customer service, and maximise relationships and opportunities |
| MAAS Visitors | * Representing MAAS and its activities and policies |

# Role dimensions

## Decision making

* Has a high degree of autonomy and is accountable for delivery of registration services working within approved plans, budget and quality standards
* 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

Head of Collections and Major Projects or Registration Manager

## Direct reports

* 1. direct reports as per organisation structure.

This role may also have responsibility for the supervision of volunteers and interns from time to time.

## Budget/Expenditure

Nil

Essential requirements

* Experience in the handling, packing, transport and storage of all types of museum objects, to professional museum level, and knowledge of national and international freight procedures, with a experience in large and complex objects and logistics.
* Proven experience in application of essential qualifications and licenses:
  + Driver’s License (MR Preferred)
  + Forklift License
  + Dogging Permit
  + Elevated Work Platform license
  + Firearms handling license (or eligibility to obtain)
  + General construction induction card
* Extensive knowledge and experience in museum collection management and documentation, including exhibition processes
* Relevant qualifications or equivalent experience working in a collecting institution

# 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](http://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.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| **Manage Self** | **Advanced** |
| Value Diversity | Intermediate |
|  | Communicate Effectively | Adept |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | **Adept** |
| **Plan and Prioritise** | **Adept** |
| **Think and Solve Problems** | **Adept** |
| **Demonstrate Accountability** | **Adept** |
|  | Finance | Intermediate |
| Technology | Intermediate |
| **Procurement and Contract Management** | **Adept** |
| Project Management | Intermediate |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Intermediate |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Intermediate |

## 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**  Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**  Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Maintain a high level of personal motivation  Take the initiative and act in a decisive way |
| **Relationships**  Work Collaboratively | Adept | 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 | 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 |
| **Results**  Plan and Prioritise | Adept | 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 | 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 |
| **Results**  Demonstrate Accountability | Adept | Assess work outcomes and identify and share learnings to inform future actions  Ensure that actions of self and others are focused on achieving organisational outcomes  Exercise delegations responsibly  Understand and apply high standards of financial probity with public monies and other resources  Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others  Conduct and report on quality control audits  Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**  Procurement and Contract Management | Adept | 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 |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |