

Role Description

Sustainability Manager



Cluster	Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Location	Ultimo, Castle Hill, Millers Point, Parramatta
Classification/Grade/Band	Grade 9/10
ANZSCO Code	
PCAT Code	
Date of Approval	
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 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. Through the renewal program, the Powerhouse will become a national leader in sustainability and is uniquely placed to engage communities with the role technology, engineering, science and design can play in addressing sustainability challenges and climate change.

Primary purpose of the role

The Sustainability Manager is responsible for the ongoing development, delivery and review of the Powerhouse's Sustainability Plan. The role will lead the organisation in developing and implementing initiatives to deliver outcomes and actions of the Museum's Sustainability Plan. The Sustainability Manager will be responsible for collaborating with teams across the organisation to design programs and initiatives to improve the museum's social and environmental performance, manage environmental risk and compliance, fulfil internal and external reporting requirements and engage staff and external stakeholders on environmental issues. The Manager will work across the four sites of the museum ensuring a balance of sustainability, museum, heritage and commercial business operations are balanced and effective.

Key accountabilities

- Manage and facilitate the development and delivery of objectives and actions in the Powerhouse’s Sustainability Plan 2021-2024. Track, review and report on progress internally and externally.
- Incorporate sustainability objectives into business and operational planning processes.
- Develop staff awareness and promote a culture of commitment to the Sustainability Plan through the development of training programs and inductions, reporting, monitoring compliance with policies and procedures.
- Work with internal and external stakeholders and collaborators to support the Sustainability Plan’s effective implementation.
- Coordinate submissions and reporting for benchmarking and external assessments, including Green Building Council of Australia Performance Rating.
- Provide advice and drive integration of sustainability and climate change risk in all stages of building projects including masterplanning, design development, construction, commissioning and operation.
- Contribute to operational planning for new and renewed sites to ensure compliance and benefit realisation of sustainability initiatives.
- Prepare reports, briefings and other communication to inform on the Plan’s progress and achievements, both internally and externally.
- Engage with external stakeholders as required on sustainability issues.
- Seek opportunities for external collaborations and funding opportunities for social and environmental sustainability leadership initiatives.
- Support a sustainable workforce including the management of a sustainability task force with broad Powerhouse membership.
- Work across the organisation to make sustainability part of the visitor experience at the four Powerhouse sites.
- Adhere to the International Council of Museum’s Code of Ethics and align with the sustainability objectives of the City of Sydney, City of Parramatta, The Hills Shire Council, NSW Government, and global sustainable development objectives.
- Identify risks and make appropriate modifications to increase effectiveness, including responding to whole of government priorities.
- Provide expert advice to external stakeholders including central agencies, representative groups and build relationships with organisations within legislative and policy frameworks.
- Develop strategies to identify and investigate potential new programs across the Museum’s directorates including facilities, commercial, human resources, public programs and curatorial.
- Establish, implement and refine research methods and processes on sustainable museums and develop research resources to identify new opportunities.

Key challenges

- Successfully balancing the complexities of sustainability, museum practice, heritage requirements and commercial business operations.
- Enlisting Government and industry partners to help deliver the Powerhouse’s aspirations in relation to sustainability and climate change.
- Ensuring the Powerhouse leads by example as sustainability expectations and requirements evolve.

Key relationships

Who	Why
Internal	
Director, Strategy and Operations	<ul style="list-style-type: none">• Receive guidance and provide regular updates on key projects, issues and priorities

Who	Why
Chief Executive	<ul style="list-style-type: none"> • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Director, Design and Deliver	<ul style="list-style-type: none"> • Provide advice, inform integration of infrastructure and operations
Specific Teams/Departments	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving team outcomes
External	
Stakeholders	<ul style="list-style-type: none"> • Provide project-related advice and updates; collaborate and liaise with in the resolution of project issues.
Government	<ul style="list-style-type: none"> • Maintain sound working relationships with government and supporting networks to guide environmental sustainability initiatives for the Powerhouse, ensure compliance with relevant legislation and identify opportunities for funding; work collaboratively with relevant Government departments and seek funding where opportunities arise.
Vendors/Service Providers	<ul style="list-style-type: none"> • Engage with for the provision of necessary resources and services.
Industry Peers	<ul style="list-style-type: none"> • Discuss environmental sustainability issues and coordinate the planning and implementation of related initiatives.
Local Councils	<ul style="list-style-type: none"> • Liaise on programs and related initiatives held by relevant local Councils (City of Sydney, City of Parramatta, The Hills Shire Council).

Role dimensions

Decision making

High level of autonomy for delivery of programs, working with the approved frameworks, plans and budgets. Consults and refers to the Director Strategy and Operations and Chief Executive or decisions regarding project outcomes and timeframes, issues that may escalate, high level financial delegation, or submissions to the Executive Team, Trustees or Government. The role defers to the Director, Strategy and Operations on issues of a sensitive or political nature or those that require a higher level of financial delegation.

Reporting line

The role reports to the **Director, Strategy and Operations**

Direct reports

Consultants/contractors as required.

Key knowledge and experience

- Appropriate tertiary qualification or relevant, equivalent professional experience in sustainability policy development, management of social and environmental risk, and environmental management and/or related disciplines.
- Demonstrated experience in delivery of policies and plans in a large organisation preferably across multiple sites.
- Demonstrated experience in the collection and management of data, reporting and ensuring compliance with policies, standards and legislation.

- Demonstrated experience in stakeholder collaboration and project management
- Excellent written and interpersonal communication skills.
- Self-motivated and committed to enhancing workforce diversity and inclusion.
- Ability to plan, develop, and implement projects and plans across the Powerhouse in line with whole of government commitments and Powerhouse policies.

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	<p>Demonstrate Accountability</p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that own actions and those of 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 own and others' health and safety Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
 <p>Business Enablers</p>	<p>Technology</p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> Identify opportunities to use a broad range of technologies to collaborate Monitor compliance with cyber security and the use of technology policies Identify ways to maximise the value of available technology to achieve business strategies and outcomes Monitor compliance with the organisation's records, information and knowledge management requirements 	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.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	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	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept