|  |  |
| --- | --- |
| **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** |  |
| **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 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. he Deputy Team Leader Registration will be a part of a team working on the preparation of the collection currently stored at Ultimo for digitisation and relocation to the Museums Discovery Centre.

**Key accountabilities**

1. Support the Team Leader Registration and provide day-to-day supervision and mentoring to the Assistant Registrars.
2. Consider work priorities for the team and actively contribute to team scheduling.
3. In partnership with the Team Leader, assist team member and ‘troubleshoot’ object issues as they arise during the work phase.
4. Scope phase progress by running report and searches on EMu with supervision from the Team Leader.
5. 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.
6. Ensure statutory and legislative requirements are adhered to and effective risk management procedures are in place.
7. Ensure adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.
8. This position may be required to act as an object courier on behalf of MAAS.
9. Assist with ensuring the safety, security, location control and maintenance of objects on display and on 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  Collection Logistics Relocation Team  Stakeholders | Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed  Work collaboratively to contribute to achieving team outcomes  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  MAAS Visitors | To ensure excellent customer service, and maximise relationships and opportunities  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**

Collection Logistics Coordinator

**Direct reports**

Nil

**Budget/Expenditure**

Nil

**Essential requirements**

1. A sound knowledge and a minimum 2 years’ experience in museum collection management and documentation, including exhibition processes
2. 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
3. Demonstrated ability to work independently and as a member of a team
4. Excellent organisational and administrative skills and attention to detail
5. Knowledge and experience of collection information systems, barcoding and digital photography
6. Excellent written and verbal communication skills, including the ability to prepare high quality documentation and reports
7. Demonstrated understanding of risk management and disaster preparedness
8. Ability to prioritise and balance responsibilities and meet project deadlines

**Qualifications**:

* The position requires a relevant degree or appropriate qualifications
* Driver’s licence is essential
* 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](file:///C:\Users\dollam\AppData\Local\Microsoft\Windows\Cultural%20Development\Role%20Descriptions\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](file:///C:\Users\dollam\AppData\Local\Microsoft\Windows\Cultural%20Development\Role%20Descriptions\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** |
|  | Display Resilience and Courage | Foundational |
| **Act with Integrity** | **Intermediate** |
| **Manage Self** | **Intermediate** |
| Value Diversity | Foundational |
|  | **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 | * 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 | * 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 | * 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 * 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 | * 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 | * 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**  Plan and Prioritise | Intermediate | * Understand the team/unit objectives and align operational activities accordingly * Initiate, and develop team goals and plans and use feedback to inform future planning * Respond proactively to changing circumstances and adjust plans and schedules when necessary * Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals * Accommodate and respond with initiative to changing priorities and operating environments |
| **Business Enablers**  Technology | Intermediate | * 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 |