

Role Description

Publishing Manager



POWERHOUSE

Cluster	Department of Enterprise Investment and Trade
Department/Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Publishing
Role number	50000107
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	
PCAT Code	
Date of Approval	24 February 2023
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, Powerhouse 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.

Primary purpose of the role

The Publishing Manager is responsible for the day-to-day management of the Powerhouse Publishing team and slate. The role is responsible for workflow management and editing texts produced by the Powerhouse, publishing briefs, budgets, and resource allocation. The Publishing Manager will collaborate across the organisation to plan, organise and produce publishing content on time and within budget. The position will manage internal and external stakeholder relationships around project delivery, and coordinate publishing partnerships, procurement and contracting functions to ensure the delivery of high-quality books and publications.

Key Accountabilities

- Manage the day-to-day operations of the Powerhouse Publishing team.
- Manage resources, budgets, contracts, briefs, procurement and commissioning processes, contractors and consultants to ensure projects are completed on time, within budget and in accordance with the agreed brief.
- Manage the edit of texts and content as required to support team output.

- Manage workflow of Powerhouse Publishing briefs and requests, including assessing, clarifying and communicating stakeholder needs to internal and external collaborators.
- Develop and manage publication schedules, documenting interdependencies and key milestones. Track work progress to maintain schedules and provide updates to project collaborators and stakeholders.
- Manage Powerhouse Publishing processes to ensure adherence to copyright, moral rights, intellectual property, content and knowledge management systems requirements.
- Drive efficiencies in process and ways of working across all activities of the Powerhouse Publishing team.
- Seek, prepare and review grant and funding submissions to support program and operational delivery and development.

Key challenges

- Successfully balancing the complexities of competing deadlines and project interdependencies.
- Achieving multiple project objectives, and milestones to the required standards and within allocated budget and resources.

Key relationships

Internal

Who	Why
Head of Publishing	<ul style="list-style-type: none"> • Provide and receive expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Chief Executive and Director Strategy and Operations	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues and priorities
Powerhouse Studio	<ul style="list-style-type: none"> • Provides and receives expert advice, and assistance collaborates and shares information to achieve project outcomes.
Curatorial, Exhibition, Editorial and Production Teams	<ul style="list-style-type: none"> • Provides and receives expert advice, and assistance, collaborates and shares information to achieve project outcomes.
Marketing, Communications and Engagement Teams	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving project outcomes

External

Who	Why
Stakeholders	<ul style="list-style-type: none"> • Provide project-related advice and updates; collaborate and liaise the resolution of project issues
Service Providers/Collaborators	<ul style="list-style-type: none"> • Engage with for the provision of necessary resources and services.

Role dimensions

Decision making

- The position has a high level of autonomy to manage publishing workflows and process working within approved frameworks, plans and budgets.
- Consults and refers to the Head of Publishing for decisions regarding project priorities, 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 Head of Publishing

Direct reports

Editors

Consultants/contractors/creative collaborators as required

Budget/Expenditure

Nil

Essential Requirements

- Appropriate tertiary qualification or relevant, equivalent professional experience as a Publishing Manager.
- Demonstrated extensive experience in publication and editorial management with experience in management and analysis.
- Demonstrated success in developing and implementing effective print and audience driven communications outcomes; demonstrated editorial expertise and judgment.
- Excellent written and oral communication skills; IT literate, analytical and decision-making skills;
- Demonstrated experience in managing project budgets and resources.
- Demonstrated experience in leading the allocation and distribution of large volumes of work using in-house and external resources.
- Demonstrated experience in stakeholder relationship management, collaboration, and project management.
- Demonstrated ability to take initiative and deliver effective outcomes working both independently and in a collaborative multi-disciplinary team.
- Demonstrated self-motivation and commitment to enhance workforce diversity and inclusion
- Proven ability to work under pressure, prioritise a diverse workload, and manage a team to consistently meet deadlines within a large multi-disciplinary environment.

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
<div> Personal Attributes</div>	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Look for and take advantage of opportunities to learn new skills and develop strengths• Show commitment to achieving challenging goals• Examine and reflect on own performance• Seek and respond positively to constructive feedback and guidance• Demonstrate a high level of personal motivation	Adept
<div> Relationships</div>	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Present with credibility, engage varied audiences and test levels of understanding• Translate technical and complex information concisely for diverse audiences• Create opportunities for others to contribute to discussion and debate• Actively listen and encourage others to contribute inputs• Adjust style and approach to optimise outcomes• Write fluently and persuasively in a range of styles and formats	Advanced
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none">• 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	Adept


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relationships with internal and external stakeholders Anticipate and minimise conflict 	Adept
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes 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 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning 	Advanced
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • 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 	Adept











FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • 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 	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.

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	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	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
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate