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| **Cluster** | Department of Premier and Cabinet |
| **Agency** | Museum of Applied Arts and Sciences |
| **Division/Branch/Unit** | Curatorial, Collections & Exhibitions / Strategic Collections |
| **Role Number** | 51001380 |
| **Location** | All MAAS Sites |
| **Classification/Grade/Band** | Clerk 9/10 |
| **ANZSCO Code** | 224999 |
| **PCAT Code** | TBC |
| **Date of Approval** | September 2020 |
| **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.

**Organisational Context of the Role**

The Curatorial, Collections and Exhibitions department, encompassing Curatorial, Strategic Collections and Production works cooperatively to develop, manage and conserve collections, conduct research, develop, source, deliver, interpret and maintain long-term and temporary exhibitions. The Department provides content to the Museum’s ambitious and multi­faceted programs and experiences. The Department initiates and proactively explores ways to expand and disseminate knowledge about the collection. The Department includes Strategic Collections, Curatorial and Production; and shares responsibility for Indigenous Engagement and Strategy with the organisation’s Programs and Engagement department.

In 2017, the Powerhouse launched the MAAS Innovate Reconciliation Action Plan (RAP) the MAAS Australian Indigenous Cultural and Intellectual Property (ICIP) Protocol, and a range of associated programs. This was the start of a new and ongoing commitment to working in partnership with Aboriginal and Torres Strait Islander communities to build a culture of mutual respect and exchange and to embed Indigenous cultural perspectives across the institution.

The MAAS Australian Indigenous Cultural and Intellectual Property (ICIP) Protocol provides the institution’s philosophical statement of intent built around ten key principles that guide custodial handling of Indigenous cultural material, both tangible and intangible. The Protocol is directly aligned with the United Nations Declaration on the Rights of Indigenous Peoples.

The museum has also established an Aboriginal and Torres Strait Islander Consultative Group which includes the Reconciliation Action Plan ATSI Reference Group, ATSI Collections Management Reference Group, ATSI Curriculum Reference Group and Indigenous STEM Reference Group.

**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 Aboriginal and Torres Strait Islander Collections Manager manages the planning, development, implementation and monitoring of procedures, recruitment and procurement for the care, documentation and logistics related to Indigenous Cultural and Intellectual Property in the Museum’s custody and care.

**Key accountabilities**

* In consultation with relevant advisory groups and individuals, manage the planning, processes and policy development related to Indigenous Cultural and Intellectual Property as part of the Collection Relocation and Logistics project and the broader museum vision.
* Demonstrate leadership in the management of project teams, ensuring compliance with collection management standards and the MAAS Australian ICIP Protocol in order to realize the successful delivery of all key project/s milestones and outcomes in a culturally appropriate manner.
* Coordinate the documentation, digitisation, management and relocation of Indigenous cultural material in the Museum’s collection and care.
* Actively contribute to ensuring a culturally sensitive and safe workplace for staff, volunteers and interns working with the project.
* Supervise, manage and motivate staff, volunteers and interns to ensure a high level of collections management practice is maintained within culturally appropriate frameworks.
* Under the guidance and direction of the Head of Indigenous Engagement and Strategy and in accordance with established practice and protocols, contribute to the already established strong and positive connections with Indigenous communities to enhance effective networks and working relationships for the benefit of MAAS and its Indigenous stakeholder groups.
* Contribute to and maintain relationships within and outside the Museum, including museums and galleries, government departments and other organisations to advocate for MAAS, to develop business networks and to build awareness of the MAAS programs with particular reference to the aspirations of the MAAS Reconciliation Action Plan.
* Contribute to the development and management of project specific budgets.
* Ensure statutory, legislative and protocol requirements are adhered to and effective risk management procedures are in place.
* This position may be required to act as an object courier on behalf of MAAS

**Essential Requirements**

* The role holder must be of Aboriginal or Torres Strait Islander descent
* A well-developed knowledge of Indigenous culture, community, issues and protocols
* An intimate understanding of the sensitivities around working with Aboriginal and Torres Strait Islander cultural material
* Well demonstrated knowledge and experience in museum collection management, including legislation and regulations as they apply to museum collections management, and risk
* Knowledge and experience of collections management systems.

**General Requirements**

* Work collaboratively with 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

**Key challenges**

* Effectively balancing the particular considerations integral to working with Aboriginal and Torres Strait Islander collections with requirements for managing museum collections, security and facilitating object and information access.
* Identifying issues adversely impacting on project delivery and the development and implementation of strategies to overcome them.
* Working collaboratively with Museum staff who are physically distributed across multiple sites
* Achieving project deadlines and milestones to the required standards and within budget
* Influencing relevant stakeholders to participate in, support and contribute to this project, despite competing priorities.

**Key relationships**

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| **Who** | **Why** |
| **Internal** |  |
| Head of Collections and Major Projects | Receive guidance and provide regular updates on key projects, issues and priorities  Provide advice and contribute to decision making  Identify emerging issues/risks and their implications and propose solutions  Work collaboratively to contribute to achieving team outcomes |
| Project Manager, MAAS Collections | Provide regular updates on key projects, issues and priorities  Contribute to decision making  Identify emerging issues/risks and their implications and propose solutions  Work collaboratively to contribute to achieving team outcomes |
| Direct Reports | Guide and manage performance and development  Guide, support, coach and mentor team members |
| Head of Indigenous Engagement & Strategy | Work collaboratively to contribute to achieving outcomes |
| **External** |  |
| Stakeholders | Provide expert advice on project related matters  Consult, and provide and obtain information regarding project issues |
| Industry peers | Establish and contribute to effective networks with other public sector, cultural institution and museum industry peers. |
| Community Stakeholders | Develop, negotiate and maintain effective relationships and open channels of communication  Exchange information and manage expectations |

**Role dimensions**

**Decision making**

This role:

* Has a high degree of autonomy and is accountable for delivery of collection project deliverables, working within approved plans, budget and quality standards and in consultation with the Head of Collections and Major Projects and Head of Indigenous Engagement & Strategy
* Refers to manager 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

**Direct reports**

Aboriginal and Torres Strait Islander Collections team

**Budget/Expenditure**

Nil

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively change or adjust plans when needed | Intermediate |
| **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Understand the team and 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 affect the achievement of team and unit goals  Accommodate and respond with initiative to changing priorities and operating environments | Intermediate |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |

# 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 | | | | |
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| **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 | Foundational |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | 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 | Foundational |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | | Understand and apply effective planning, coordination and control methods | Foundational |