

Role Description

Strategic Projects –Partnerships 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.

Primary purpose of the role

The Strategic Projects - Partnerships Manager will be responsible for developing and securing strategic program partnerships for Powerhouse Parramatta. The Partnerships Manager will work collaboratively and within interdisciplinary project teams providing a high level of program partnership expertise directed towards national and international exhibition development incorporating public, learning and research programs. The role will develop and deliver initiatives within the strategic framework of the organisation and the Powerhouse renewal program. The Partnerships Manager will be responsible for engaging internal and external industry and community program stakeholders to ensure the Museum is at the forefront of contemporary Museum practice.

Key accountabilities

- Identify and develop program partnerships and engagement with the broader community, with key national and international organisations.
- Work in an interdisciplinary manner across project teams and Museum initiatives.
- Lead with a multidisciplinary approach to strategic program partnerships.
- Establish and maintain professional industry networks, to build relationships and strategic program partnerships, to provide identifiable benefits and advocate for MAAS.

- Work collaboratively to develop and evaluate strategic program partnership policies and procedures that align with the strategic framework of the organisation and the Powerhouse renewal program.

Key challenges

- Ensure MAAS is positioned as the leading museum of applied arts and sciences when dealing with national and international prospective partners
- Developing and maintaining internal and external stakeholders and relationships to align with the strategic framework of the organisation and the Powerhouse renewal.
- Managing multiple strategic program partnerships, issues, approved budgets and schedules effectively to best support Powerhouse renewal.

Key relationships

Who	Why
Internal	
Director Strategic Projects	Receive overall direction, instruction and guidance from as well as providing updates on key projects, issues and priorities; keep informed
Strategic Projects Team	Collaboratively working to optimise opportunities and shared programming
Curatorial, Programs, Research & Learning Teams	Works collaboratively to ensure an integrated organisation approach to cross-disciplinary initiatives
External	
Industry & Community Stakeholders	To ensure excellence in customer service, and maximise opportunities and advocate for MAAS through ongoing and new relationships
Peers from cultural organisations nationally and internationally	Instigate and facilitate program partnerships with key national and international organisations.
Sponsors, donors, lenders collectors, experts	Representing MAAS and its exhibitions and programs.
MAAS Visitors	Representing MAAS and its activities and its policies

Role dimensions

Decision making

- Fully accountable for the development and delivery of program partnerships and engagement with the broader community, key national and international organisations.
- Refers to Director Strategic Projects for decisions requiring significant change to, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.
- Has a high degree of autonomy and collaborates with the Strategic Projects team to achieve agreed business objectives and performance criteria within approved work and project plans.

Reporting line

Director Strategic Projects

Direct reports

N/A

Budget/Expenditure

N/A

Essential requirements

1. Relevant tertiary qualification, preferably at post graduate level, combined with demonstrated program partnership experience within a major museum, gallery or leading cultural organisation.
2. Proven record of initiating, developing and delivering program partnerships with the broader community and key national and international organisations.
3. Demonstrated ability to establish and maintain program partnerships across the cultural sector and industry.
4. High level written and oral communication skills; IT literate, analytical and decision-making skills; project management and strategic planning skills.
5. Demonstrated knowledge of multi-disciplinary programs across exhibitions, public, learning and research.
6. Demonstrated ability to effectively consult, contribute to a multidisciplinary team environment and collaborate to achieve goals according to shared expectations and agreed deliverables.
7. Demonstrated experience in initiating, developing and reviewing program partnerships that will engage diverse audiences with MAAS themes, disciplines and collections.

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
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 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced

	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
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced

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
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	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	Foundational
	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
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	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