

Role Description

3D Designer



Cluster	Planning and Environment
Agency	Sydney Living Museums
Division/Branch/Unit	Curatorial & Museums Division/Curatorial & Exhibitions Team
Location	The Mint
Classification/Grade/Band	Clerk Grade 7/8
Role Number	CMD010
ANZSCO Code	232411
PCAT Code	1119192
Date of Approval	22 November 2018
Agency Website	www.sydneylivingmuseums.com.au

Agency overview

Sydney Living Museums is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

The Curatorial & Museums Division includes the Curatorial & Exhibitions Team, Retail Team, City Museums Portfolio and House Museums Portfolio. The Division provides visitor and operational management of SLM's twelve museum sites structured into two portfolios: City Museums Portfolio (Hyde Park Barracks Museum, Justice & Police Museum, Museum of Sydney, Susannah Place Museum, The Mint and Caroline Simpson Library & Research Collection), and House Museums (Elizabeth Bay House, Elizabeth Farm, Meroogal, Rouse Hill House & Farm, Rose Seidler House and Vacluse House).

The Curatorial & Exhibitions Team (C&E) is one of a number of service teams within SLM. The C&E Team takes a multi-disciplinary team-based approach to interpretation, exhibition, design and publication projects. The C&E Team works in close collaboration with staff across the organisation, in particular with the Portfolios, Strategy & Engagement and Corporate & Commercial Services teams, and other stakeholders, including extensive liaison with outside organisations regarding partnerships and collaborations, exhibition development, travelling exhibitions, loans and other matters. The C&E Team provides interpretation and exhibition advice, expertise and support and is responsible for managing the curatorial development, design, editing, production, construction and installation of concurrent SLM interpretation projects and exhibition strategies that find innovative and accessible ways to interpret SLM's stories, research and curatorial expertise to a wide range of different audiences while focusing on visitor experiences, enjoyment and participation.

Primary purpose of the role

Undertake technical research, conceptualise, design and document projects across Sydney Living Museums' properties to ensure physical elements of projects are designed to expected standards, integrating relevant services and accessible, creative and functional criteria while complying with codes, standards and Workplace Health & Safety.

Key accountabilities

- Interpret project briefs and research and design non-load bearing elements and structures for exhibitions, travelling exhibitions, displays, interpretation projects and signage to ensure compliance with relevant codes, standards and Workplace Health and Safety.
- Prepare and present detailed design drawing specifications for the quotation and contracting process for the production of supports, frames, showcases, exhibition hardware, and document original material
- Write and administer tenders and contracts in compliance with established NSW Government guidelines and supervise the construction of designed elements to guarantee their fabrication meets the specified structural, performance and finish requirements
- Engage and supervise contractors and suppliers and monitor expenditure to ensure that projects stay within budget and that regulatory, public safety and WHS requirements are met
- Resolve in accordance with project briefs the design integration of exhibition elements, such as graphics, objects, electronic media, lighting, interactives and property services to achieve desired outcomes.
- Certify the design is appropriate for the display of museum collections and addresses different audience needs to ensure compliance with conservation and accessibility standards.
- Identify, plan, implement and monitor project workflows, processes, policies and procedures to achieve shared outcomes and ensure the effective installation and delivery of interpretation projects, exhibitions and travelling exhibitions.
- Develop, implement, monitor and review risk assessments, Job Safety Analysis and Standard Work Procedures and manage installations and install, maintain and dismantle exhibitions and displays as required to ensure safe and appropriate practices are followed.

Key challenges

- Creating and producing practical design solutions that are creative, appropriate and consistent with the aims, messages, themes and budgets constraints for the Curatorial & Exhibitions Team to engage and develop audiences.
- Determining that all 3D design elements accommodate various requirements for audience access to comply with WH&S legislation and policy, security, safety, services, conservation as well as various government regulatory requirements for design and construction including the Building Code of Australia and where necessary heritage and other legislation affecting various parts of the agency.
- Working with multi-disciplinary teams and negotiating, mediating and resolving the various and sometimes conflicting expectation of multiple stakeholders and project team requirements to deliver the highest design standards and meet deadlines.

Key relationships

Who	Why
Internal	
Head of Curatorial & Exhibitions	<ul style="list-style-type: none">• Receive guidance from and provide regular updates on projects, issues and priorities.• Work collaboratively in the development, implementation and

Who	Why
	<p>evaluation of interpretation projects.</p> <ul style="list-style-type: none"> • Consult, brief and negotiate with on the design and construction of exhibitions, signage and/or displays to produce the best, most effective and cost efficient result for the project brief.
Curatorial & Exhibitions Team	<ul style="list-style-type: none"> • Manage project expectations by providing clear guidelines, advice and support to ensure projects are delivered on time and within budget. • Work constructively as team to ensure the team is functioning efficiently. • Consult, brief and negotiate with on the design and construction of exhibitions, signage and/or displays to produce the best, most effective and cost efficient result for the project brief. • Collaborate with to deliver project outcomes.
Project Teams	<ul style="list-style-type: none"> • Coordinate and supervise to maintain an overview of all aspects of the projects. • Maintain effective interaction and cooperation. • Coordinate the team, providing information and support to enable successful project outcomes. • Create models and sketches to assist project teams and those working on production and construction to understand the design concept of an exhibition. • Instruct and cooperate with internal stakeholders in order to resolve design and construction in accordance with project objectives. • Collaborate with to ensure design briefs are realised on time and within budget. • Communicate with project teams to manage project expectations and provide clear guidelines, advice and support on an ongoing basis.
WHS Coordinator	<ul style="list-style-type: none"> • Collaborate with to develop risk assessments, job safety analysis and standard work procedures. • Receive guidance and support on issues relating the WHS.
Staff across the agency	<ul style="list-style-type: none"> • Prepare drawings, plans and models of designs and construction of exhibitions, signage or display. • Negotiate the development of exhibitions elements and the successful integration of other displays components such as graphics, audio visual mechanisms and objects. • Collaborate with to deliver project outcomes. • Develop and maintain • Work with to identify new audiences and ways to engage with them.
External	
Contractors, trade persons, specialist consultants and suppliers	<ul style="list-style-type: none"> • Prepare drawings, plans and models of designs and construction of exhibitions, signage or display. • Negotiate the development of exhibitions elements and the successful integration of other displays components such as graphics, audio visual mechanisms and objects. • Manage external contractors' onsite during exhibition and display installations. • Consult, liaise and collaborate on projects. • Instruct and cooperate with external stakeholders in order to resolve design and construction in accordance with project objectives.

Who	Why
	<ul style="list-style-type: none"> Consult, brief and negotiate with on the design and construction of exhibitions, signage and/or displays to produce the best, most effective and cost efficient result for the project brief.
Cultural and government organisations, community, heritage and history groups	<ul style="list-style-type: none"> Consult, liaise and collaborate on projects.

Role dimensions

Decision making

This role:

- Takes active ownership of own work, has a high level of autonomy and is accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes.
- Refers to supervisor for decisions that require significant change to strategic approach; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegations limits.
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times.
- Maintains records through the appropriate archiving and management of research through the agency's databases and systems.
- Oversees the engagement and management of external contractors.
- Makes decisions related to workplace health and safety and risk.

Reporting line

This role reports directly to the Head of Curatorial & Exhibitions.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary degree or equivalent in an applied architectural, interior or industrial design field.
- Minimum of five years' experience in museum exhibition design or related interior architectural design and construction and knowledge of relevant Australian Standards and sections of the Building Code of Australia.
- Significant knowledge of exhibition design and all facets of presentation including audience experience, interpretative techniques, display of original collection materials and production techniques including CAD and Vectorworks.





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

Capability summary

Below is the full list of capabilities and the level required for this role. 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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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	Adept	<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
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<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
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Technology	Advanced	<ul style="list-style-type: none"> • Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols, and policies
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits

Group and Capability	Level	Behavioural Indicators
		<p>to others</p> <ul style="list-style-type: none">• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects