

Position Description

SENIOR CONSERVATOR EXHIBITIONS

DATE REVIEWED:

POSITION DETAILS

Position Title	Senior Conservator Exhibitions		
Position Number	0085		
Employment Type	Ongoing		
APS Classification	APS6		
Division	Fleet and Collection	Section	Conservation
Salary	\$99,734 - \$111,701 per annum plus 15.4% superannuation		
Reports To	Manager Conservation		
Direct Reports	Nil		
Location	Pyrmont, NSW		

ABOUT US

As one of Sydney’s most visited and dynamic cultural institutions, the Australian National Maritime Museum (the Sea.Museum) stands as a world-leading voice in telling Australia’s maritime story.

We engage audiences locally and globally through compelling experiences on site, online, and through research, exhibitions and national programs that educate, challenge and inspire.

At the heart of the Museum is a deep connection to the oceans, waterways and stories that have shaped Australia as an island nation. From deep time to the present and into the future, we bring to life the people, cultures and journeys that define our maritime identity.

With more than 2.5 million visitors annually, the Sea.Museum is powered by a passionate and diverse workforce, supported by a strong volunteer, membership and education community, and a dedicated charitable foundation together driving our impact, reach and long-term sustainability.

OUR CULTURE

At the Sea.Museum, we are building a modern, inclusive and high performing workplace aligned to the values of the Australian Public Service. We value diversity of thought and experience and foster a respectful, psychologically safe environment where people feel supported to contribute, grow and do their best work.

We prioritise wellbeing, safety and flexibility, and expect our people to work collaboratively, act with integrity and contribute to a positive and inclusive culture that reflects the purpose and values of the Museum.

Employees are expected to contribute to a psychologically safe workplace by demonstrating resilience, maintaining respectful and professional relationships, and actively supporting the wellbeing of themselves and others.

What We Can Offer You

Working at the Sea.Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation.
- Generous leave and flexible working arrangements.
- Great training and development opportunities.
- Rewards and recognition initiatives.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical.
- Salary packaging options.
- Staff Regatta – Sailing on the Harbour.

The Sea.Museum provides the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. Our location by the waterways is appreciated by our staff.

OUR TEAM

The Conservation team is part of the Fleet and Collection division. The Conservation team is responsible for the preservation of the National Maritime Collection and objects on loan to the museum. The team delivers a comprehensive program of collection care activities (environmental monitoring, IPM, Collection safety, etc.), preservation, conservation, and remedial conservation treatments with respect for their integrity, authenticity, historical, social, aesthetic and technological qualities. Working on exhibitions, loans and other public engagement projects the team provides technical expertise into the long-term preservation and access needs of the collection ensuring these are met and balanced with provision of access. Conservation practices and methods are guided by various policy and procedures and conservation/cultural heritage professional bodies.

THE ROLE

The Senior Conservator Exhibitions plays a pivotal role in preserving and showcasing Australia's maritime heritage. The role leads conservation outcomes for major exhibitions, loans and collection projects, ensuring nationally significant collection material is protected, accessible and preserved for future generations. Working across multidisciplinary teams, the position provides authoritative conservation advice, drives innovation in conservation practice and influences exhibition and preservation outcomes that support the Museum's strategic objectives and reputation as a leader in cultural heritage conservation.

KEY ACCOUNTABILITIES

Under limited direction, this position is responsible for delivering the following functions:

- Lead conservation outcomes for major exhibitions, loans and collection projects, providing authoritative specialist advice and ensuring preservation requirements embedded within project planning and delivery.
- Manage and prioritise conservation resource and budget requirements for exhibitions and incoming loans, working with key stakeholders to meet contractual obligations and agreed project outcomes.
- Lead and undertake complex conservation treatments, research and scientific analysis across diverse collection materials, applying specialist expertise and professional judgement to preserve the National Maritime Collection in line with Museum priorities and conservation best practice.
- Drive innovation and continuous improvement in conservation methods, technologies and collection care practices enhancing the preservation, digitisation and accessibility of the National Maritime Collection.
- Provide expert advice on handling, care, display and transport of collection material, develop conservation procedures and exhibition standards, and lead technical training for staff, interns and volunteers.
- Lead the planning and delivery of allocated conservation projects, monitoring progress, managing risk and adjusting project plans to ensure successful outcomes within agreed priorities, timeframes and resources.
- Lead preservation and risk management initiatives for nationally significant collection material, identifying emerging risks and implementing strategies that protect long-term collection integrity and access.
- Provide specialist conservation expertise and develop content and digital engagement initiatives that enhance access to and understanding conservation activities and the National Maritime Collection.

- Lead the development and delivery of conservation outreach initiatives, including workshops, presentations, training and public programs, and represent the Museum at professional events, forums and conferences.

KEY CHALLENGES

- Balancing competing exhibition, loan and conservation priorities while influencing stakeholders and ensuring collection preservation requirements are achieved within agreed timeframes and resources.
- Identifying, assessing and mitigating complex conservation risks, including unexpected collection incidents and emergency situations, to protect the long-term preservation of the National Maritime Collection.
- Applying specialist conservation expertise and professional judgement to complex treatment, preservation and collections care decisions across diverse materials, often with competing access, display and operational requirements.

KEY RELATIONSHIPS

Who	Why
Manager, Conservation	Receives strategic direction, discusses priorities and emerging conservation risks, and provides expert technical advice to support decision making, exhibition planning and collection preservation outcomes.
Senior Conservator	Partners on complex conservation projects, provides and receives specialist advice, contributes to professional decision making, and supports the consistent delivery of high-quality conservation outcomes across the collection.
Conservation staff, interns, volunteers and project teams	Provide technical guidance, mentoring and training; coordinate conservation activities and projects; and promote safe, consistent and high-quality conservation practices across exhibitions, programs and collection care activities.
Internal Museum stakeholders including Curatorial, Exhibitions and Collections team	Coordinate conservation priorities, exhibition and loan requirements, resource planning and project delivery to ensure conservation outcomes align with Museum priorities, collection care requirements and contractual obligations.
External lenders, conservation specialists and cultural institutions	Provide specialist conservation advice, negotiate loan and conservation requirements, and collaborate with external stakeholders to support exhibition delivery and ensure compliance with professional standards and contractual obligations.

KEY SELECTION CRITERIA

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated specialist conservation expertise and substantial experience leading conservation outcomes for complex exhibitions, loans and nationally significant cultural heritage collections.
2. Demonstrated extensive knowledge and application for contemporary conservation practice, ethics and professionals' standards, including those of the Australian Institute for the Conservation of Cultural Materials (AICCM).

3. Demonstrated highly developed organisational and project management skills, including the ability to prioritise competing demands, exercise professional judgement and deliver complex conservation outcomes within agreed timeframes.
4. Demonstrated experience in conservation documentation, collection management systems and stakeholder engagement, including the ability to prepare reports, presentations and professional communications that inform decision-making and contribute to professional practice.
5. Highly developed communication and interpersonal skills, including the ability to build effective stakeholder relationships, provide guidance and support to staff, and collaborate across multidisciplinary teams to achieve organisational outcomes

QUALIFICATIONS AND/OR RELEVANT EXPERIENCE REQUIRED

Mandatory:

- Recognised tertiary qualifications in materials conservation and substantial experience in cultural heritage conservation, including a minimum of five years' relevant professional experience, or an equivalent combination of qualifications and experience.
- Current membership of the Australian Institute for the Conservation of Cultural Materials (AICCM).

Detailed Tasks and Key Competencies (attached)

Detailed tasks are attached. The relevant Integrated Leadership System (ILS) profile is included, with further capability and behavioural indicators available on the APSC website. www.apsc.gov.au.

Conduct and Behaviours

Employees are required to perform their duties in accordance with the Museum's values, policies, codes of conduct, professional standards, and legislative obligations, acting with integrity, professionalism and respect always.

Work Health and Safety

Takes all reasonable care that their actions or omissions and their actions do not affect the health and safety of themselves or others and comply with all health and safety policies and procedures. Meet the accountabilities as set out in the Work Health and Safety policy as amended from time to time.

Under section 25 of the *Public Service Act 1999*, the Director may at any time determine the duties to be performed by an APS employee and the location at which those duties are performed. The duties and location described in this position description may change over time to meet the operational needs of the museum, subject to the consultation and classification provisions of the ANMM Enterprise Agreement.

Review

No position description can capture the full scope of responsibilities within the position. Therefore, this position description should not be seen as limiting and some flexibility is required. There will be other responsibilities, not described above, that may be given to this position from time-to-time.

All position descriptions evolve and change over time, and the Museum commits to revising and updating position descriptions as required to accurately reflect the contribution of staff.

I acknowledge that I have read and understood this Position Description and the responsibilities, accountabilities and expectations of the role, and agree to perform my duties in accordance with these requirements and the Museum's policies and standards.

EMPLOYEE ACCEPTENCE	
Name:	
Signature:	
Date:	

INTEGRATED LEADERSHIP STRATEGY: Profile APS 6

APS 6 profile

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
Supports shared purpose and direction Understands, supports and promotes the organisation's vision, mission, and business objectives. Identifies the relationship between organisational goals and operational tasks. Clearly communicates goals and objectives to others. Understands, supports and communicates the reasons for decisions and recommendations. Thinks strategically Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area. Harnesses information and opportunities Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches. Shows judgement, intelligence and commonsense Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.	Identifies and uses resources wisely Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements. Applies and builds professional expertise Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit. Responds positively to change Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt. Takes responsibility for managing work projects to achieve results Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.	Nurtures internal and external relationships Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations. Listens to, understands and recognises the needs of others Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member. Values individual differences and diversity Recognises the positive benefits that can be gained from diversity. Encourages the exploration of diverse views and harnesses the benefits of such views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy. Shares learning and supports others Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive and regular feedback. Deals with under-performance promptly.	Demonstrates public service professionalism and probity Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums. Engages with risk and shows personal courage Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required. Commits to action Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved. Promotes and adopts a positive and balanced approach to work Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner. Demonstrates self awareness and a commitment to personal development Self-evaluates performance and seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.	Communicates clearly Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity. Listens, understands and adapts to audience Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger. Negotiates confidently Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.