

Department of State Growth

Statement of Duties

Position Title:	Head of Cultural Heritage
Position number:	705252
Award/Agreement:	Tasmanian State Service Award
Classification level:	Professional Stream Band 3
Division/branch/section:	Creative Industries, Sport and Visitor Economy Tasmanian Museum and Art Gallery
Location:	Hobart
Employment status:	Permanent Full-time
Supervisor:	Deputy Director, Research and Collections

Tasmanian Museum and Art Gallery

The Tasmanian Museum and Art Gallery (TMAG) is Tasmania's leading natural, cultural and heritage organisation. It is a combined museum, art gallery and herbarium with almost one million items of the State Collection in its care. TMAG is a Statutory Authority within the State Government and draws resources and staffing from the Department of State Growth. TMAG provides a vibrant, professional and stimulating environment for tourists, locals, employees, and volunteers.

TMAG enriches, inspires and educates local and global communities by connecting them with Tasmania's unique journey and place in the world.

TMAG has a strategic plan to guide its development and support its people to successfully achieve the TMAG vision. The strategic plan outlines four areas of focus: an island in a changing world; First Peoples of lutruwita (Tasmania); migration, heritage and resilience and southern extremes and perspectives.

Position Objective

The position is focussed on leading the Cultural Heritage team in the management and development of the objects, photographs and documents collections through curation, exhibition development, research, and interpretation. A significant aspect to the role is fostering ties with the diverse Tasmanian community to guide acquisition decisions, encourage donations, maintain engagement, and to enable the growth of academic and general knowledge about Tasmania's social, political and economic history.

Major Duties

- Lead, support and manage the Cultural Heritage team to foster a collaborative approach to the provision of museum quality services that are responsive to internal and external stakeholder needs.

- Oversee the ongoing management of the Cultural Heritage collections, including research and registration activities.
- Curate, project manage and support exhibitions and programs which tell the story of Tasmania through the Cultural Heritage collections.
- Prepare, implement and report on strategic and business plans for the Cultural Heritage Team to align with TMAG's policy and legislative frameworks.
- Undertake provenance and due diligence research for proposed acquisitions and loans to institutional, regulative and legislative framework and policy standards.
- Respond to public enquiries and facilitate research access to materials held in the Cultural Heritage collections.
- Provide specialist advice and recommendations on Cultural Heritage acquisitions, deaccessions and loans. Develop and adhere to TMAG policies and procedures.
- Work collaboratively with staff across TMAG, the Creative Industries, Sport and Visitor Economy Division, and the Department of State Growth.
- Build relationships with the Tasmania's diverse communities and professional networks, serving as an ambassador for TMAG and expanding TMAG's community profile at internal and external events.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Under the general direction of the Deputy Director, Research and Collections, the role acts with a significant degree of autonomy and is accountable for ensuring that work undertaken is based on sound professional judgement, is well planned, and results are produced in an accurate and timely manner.

The position leads and operates in a small team environment (including volunteers) and the occupant must be flexible in the scope and range of activities performed to ensure that the team achieves its objectives.

The role exercises professional judgment to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. TMAG priorities are often impacted by non-negotiable deadlines, requiring the occupant to constructively influence operational planning while balancing stakeholder demands through the effective management of expectations. A professional, consistent, and reliable approach to stakeholder engagement is paramount in all interactions.

It is an expectation that the occupant exercise initiative and operate with autonomy within the boundaries of TMAG and the broader State Growth policies, frameworks and delegations. While they act independently in performing their core work functions, the occupant will consult with their supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

It is an expectation that a professional, results-focused approach is achieved with authoritative advice being delivered.

The occupant is expected to comply with relevant Workplace Health and Safety legislation, and departmental policies and guidelines relating to this position.

The Head of Cultural Heritage is based at TMAG's Rosny site and duties will include working across the City and Moonah sites.

Selection Criteria (Knowledge and Skills):

- Proven ability and experience in leading, managing and developing staff to effectively achieve business deliverables and promoting a positive workplace culture.
- Extensive knowledge of Tasmanian and Australian history – both past and contemporary – with significant experience and ability to undertake academic research.
- Extensive experience and knowledge in curatorial practices, collection management and museum systems, including the development of exhibitions and the use of information technology and digitisation in this area.
- Demonstrated project management skills with proven ability to deliver projects within budget, schedule and to initiate, plan and present high quality projects, large scale exhibitions and public programs.
- Excellent verbal and written communication and interpersonal skills, with the ability to negotiate and liaise effectively with a wide range of people at all levels, engage constructively with stakeholders and build networks, work effectively in small multi-disciplinary/specialist teams and to supervise and coach staff and volunteers.
- Conceptual and analytical skills with evidence of high level ability to analyse service or resource issues and the capacity to develop, recommend and implement plans, policies and procedures to achieve strategic objectives.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted.

- Police check – crimes involving dishonesty

Essential

- An appropriate related degree and postgraduate qualifications in an appropriate course of study from a recognised university.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable

- Postgraduate qualifications in Cultural Heritage or Museum Studies
- A current driver's licence

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)