

# Museums & Galleries NSW

Position Description

As at July 2010

<b>CHIEF EXECUTIVE OFFICER</b>	
<b>Position Details</b>	
Position reports to	The Chair and Board of Museums & Galleries NSW
Staff Reporting to Position	General Manager Finance and Administration General Manager Programs and Services Executive support and project officer
Position Purpose	<p>To provide CEO level leadership to Museums &amp; Galleries NSW</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>Maintain high level profile among stakeholders and the industry</li> <li>Manage the organization to achieve objectives set by NSW government (state plan) as endorsed by the Board.</li> <li>Engage with stakeholders of MGNSW to solicit input, manage expectations, and deliver expected services.</li> <li>Engage with MGNSW funding organizations and potential funding organizations to maintain existing funding and to secure additional funding.</li> <li>Coordinate initiatives where appropriate with equivalent Interstate and Commonwealth organisations</li> <li>Effective management of MGNSW staff and service providers.</li> </ul> <p>As leader of the peak organisation for the museums and galleries sector in NSW, the postholder will:</p> <ul style="list-style-type: none"> <li>Provide high level direction and strategic programs to improve the capacity and sustainability of the sector</li> <li>Oversee corporate planning, implementation and evaluation for MGNSW and its programs and services</li> <li>Research information, providing advice and advocating to government on the value of the sector, it's developmental and capacity needs.</li> <li>Manage relationships with the sector, government and funding stakeholders</li> <li>Provide organisational leadership, and be responsible to the Board of Directors for the performance of the organisation and of individual staff in accordance with principles of good governance and work practices.</li> <li>Be organised and flexible in order to manage competing deadlines</li> </ul>

<p>Challenges within the Organisation</p>	<p>Review of MGNSW has set out metrics for revision of service, BOD to work with CEO to re-engage with sector  Working in a not-for-profit organisation with limited budget and resources;  Working with a range of regional and remote-based organisations in different parts of the state;  Working with a range of stakeholders including the NSW State Government, Commonwealth Government, local government and individuals and organisations in the broad museums and galleries sector and balancing the needs of each, within the capacity of MGNSW.</p>
<p>Key challenges for the Incumbent</p>	<p>Respond to changes in sector – digital media, revision to collection standards, new entrants, funding challenges, etc and use MGNSW as platform for industry discussion and engagement with appropriate State and Commonwealth agencies and with private sector.  Respond to and anticipate the requirements and concerns of a diverse sector  Regular intrastate travel, including driving long distances</p>

Major Responsibility Areas and Key Result Areas (KRAs)	
Major Responsibility Areas	KRAs
Providing high level direction and implementing strategic programs to improve the capacity and sustainability of the sector	MGNSW programs are delivered, monitored and evaluated to achieve agreed outcomes
Overseeing corporate planning and evaluation for MGNSW and the programs and services managed by the organisation	Triennial strategic planning and annual business planning is undertaken to ensure ongoing organisational funding is achieved and the organisation operates in a planned and strategic environment
Researching information, providing advice and advocating to government on the value of the sector, its developmental and capacity needs	Research and advice is provided to inform the development of the state's strategic framework Research and evaluation capacity is developed and maintained within MGNSW to monitor the sector, key issues and provide data on the sector
Management of relationships with the sector, government and funding stakeholders	Ongoing constructive and close liaison is maintained with Arts NSW Positive and constructive partnerships are maintained with sector organisations and their stakeholders and with key funding organisations Strategic partnerships are developed across the sector and with public and private organisations to enhance sector development
Organisational leadership, responsible to the Board of Directors for the performance of the organisation and of individual staff in accordance with principles of good work practices	High level leadership and direction are provided to MGNSW in the development and delivery of its programs and services High level support, timely advice, information and guidance are provided to the board to enable effective decision making and inform the board on key issues. An organisational culture of cooperation, commitment to excellence, personal development and professional and corporate ethics is fostered and maintained

Selection criteria	
<p>Demonstrated high level competencies in leadership and implementing contemporary management practices in an environment of continuing change.</p> <p>Demonstrated ability to identify new issues likely to impact sector and to create and implement innovative strategies to address</p> <p>Demonstrated ability and skills in program delivery, strategic policy formulation, implementation and review.</p> <p>Demonstrated high level negotiation skills ,</p> <p>Communication skills and the capacity to address and respond to the needs and concerns of the community, the sector and to government.</p> <p>The ability to develop and maintain extensive networks</p> <p>High level interpersonal skills including the demonstrated ability to create and maintain a working environment supporting teamwork, motivation and high level staff performance</p> <p>An understanding of cultural policies and implementation within government, including local government</p> <p>An understanding of the dynamics of, and issues confronting the regional museums and galleries sector</p> <p>A drivers licence is essential</p> <p>An appropriate tertiary qualification, preferably at a postgraduate level</p>	