



Position Description

Position	Head of Curatorial, Research and Production
Directorate	Marketing & Visitor Experience
Location/s	Headland Park
Reports to	Director – Marketing, Communications & Visitor Experience
Direct Reports	Assistant Curator & Producer (contract position)
Enterprise Agreement Classification	EL1
Our Organisation	<p>The Sydney Harbour Federation Trust (Harbour Trust) manages extraordinary places on the world's best harbour and provides the public with access to precious bushland, parks and open spaces.</p> <p>Located in First Nations countries, our visitor destinations are known for their natural beauty. They also feature heritage-listed structures and other remnants from Australia's colonial, maritime and military history. For these reasons, they have significance on a national and international scale.</p> <p>Our vision includes making our destinations accessible to diverse audiences, amplifying their heritage and environmental values through storytelling and – through their conservation, remediation and adaptive reuse – fostering a sense of place and belonging.</p>
Code of Conduct & Values	<p>All employees at the Harbour Trust abide by the Harbour Trust's key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.</p> <p>Employees are required to maintain confidentiality of all Harbour Trust information, upholding the Harbour Trust's values, integrity and its good reputation.</p>
Harbour Trust Behaviours	Delivering on these behavioural expectations is the responsibility of all staff and forms part of our integrated performance framework:



	<ul style="list-style-type: none"> - We are ambassadors - We share information - Us not they - Collaboration is key - Caring for country mindset - We are all storytellers - Being constructive - Innovation mindset
Delegations	To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.
Health & Safety	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
Our Commitment	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

ROLE OVERVIEW:

The Head of Curatorial, Research and Production, a newly created role, will be responsible for planning, developing and delivering high quality research, interpretation and curatorial projects that support the ambitions in the Middle Head, Cockatoo Island & North Head Masterplans. The role will also support visitor experiences, content creation and new ways of audience engagement across all Harbour Trust places and its stories.

ROLE ACCOUNTABILITIES:

- Lead the Harbour Trust research agenda, review and build upon the Stories and Narratives document through leading the Harbour Trusts research agenda. Commission and /or produce new research and curatorial content, to ensure high-quality products which define, enhance and/or support experiences and audience engagement activity.



- Continue the work with the First Nations Advisory Group in gathering information and researching the history of First Nations peoples connection to our places, appropriately ensure that First Nations cultural IP & Data sovereignty is upheld.
- Take responsibility for ensuring that research is recorded and categorised for ease of access for internal staff and the public.
- Review current interpretation that is end of life and recommend, develop and deliver replacement initiatives.
- Review, updated and/or develop comprehensive interpretation strategies by place.
- Devise and implement new innovative interpretive methodologies that engages with the Harbour Trust audiences across multiple locations.
- Devise and implement innovative curatorial research and interpretive methodologies and develop original content.
- Initiate, build and retain strategic partnerships across the history, arts, heritage and museum sector. This includes building relationships with community stakeholders and volunteers.
- Lead and manage the Oral History Program, including the strategy and delivery of the program with supervision over the volunteers that participate in interviews, recordings, transcribing and managing of the Media and Brand Library.
- Own the Collections Management Policy and procure an appropriate Collections Management System. Manage its integration into Harbour Trust systems and its ongoing effective use.
- Prepare, present and/or participate in public engagement activities on-site and off-site to represent the Harbour Trust at special functions, training seminars, tours, talks, conferences and in industry and with media.
- Provide leadership, guidance and coaching to the Assistant Curator – Middle Head (contract finishing April 2026).

While we have made every effort to include all core responsibilities in this position description, it is not an exhaustive list of accountabilities. Tasks and priorities may change based on business needs.

SELECTION CRITERIA:

Essential (Qualifications, attributes, skills and knowledge)

- Degree qualifications in history, social history, museum studies, fine arts, research, curatorial or related fields and/ post graduate qualification in relevant area or equivalent experience.



- Substantial experience in managing outcomes-driven curatorial and research results within the galleries, libraries, archives and/or museums sectors.
- High attention to detail and experience with contract negotiations, procurement activities and working with budgets.
- Demonstrated high level communication and interpersonal skills for presenting to different audiences including media.
- Ability to navigate and problem solve complex operational needs and challenges.
- Ability to work autonomously and work effectively with internal multidisciplinary teams and external stakeholders including volunteers.
- Drivers Licence and willing to work across multiple locations including North Head Sanctuary & Cockatoo Island.

ELIGIBILITY:

- Satisfy a Police Check
- Hold Australian citizenship or residency or appropriate visa



INTEGRATED LEADERSHIP SYSTEM EL1

Shapes strategic thinking	Achieves results	Cultivates productive working relationships	Exemplifies personal drive and integrity	Communicates with influence
<p>Inspires a sense of purpose and direction</p> <p>Develops the strategic direction for the business unit and creates a shared sense of purpose by demonstrating how elements of the strategy fit together and contribute to higher-level goals. Encourages others' input and communicates required actions and expected outcomes.</p> <p>Focuses strategically</p> <p>Understands the organisation's direction and role within government and society including the whole of government agenda. Considers multiple perspectives when assessing the ramifications of issues. Develops plans that address both current and likely future requirements. Seeks to align business unit activities with strategic priorities.</p> <p>Harnesses information and opportunities</p> <p>Draws on information and alternative viewpoints and monitors information channels to understand new issues of importance to the government. Monitors change in the environment. Seizes opportunities and adjusts approach to respond to threats. Addresses any critical information gaps. Uses knowledge of the organisation to provide a context for others.</p> <p>Shows judgment, intelligence and commonsense</p> <p>Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. Works effectively when all of the information is not available. Explores the options in full and makes sound decisions under pressure. Considers opportunities and anticipates risk. Applies lateral thinking and identifies innovative solutions.</p>	<p>Builds organisational capability and responsiveness</p> <p>Investigates ways to improve effectiveness by harnessing technology and implementing continuous improvement activities. Builds teams with complementary skills and engages in succession planning. Responds flexibly to changing circumstances, deploys resources astutely and identifies optimum resourcing combinations. Creates a flexible environment that enables others to meet changing demands.</p> <p>Marshals professional expertise</p> <p>Integrates professional expertise into the organisation to improve overall performance and delivery of business unit outcomes. Manages contracts judiciously. Actively ensures relevant professional input from others is obtained and shares own experience.</p> <p>Steers and implements change and deals with uncertainty</p> <p>Adopts a planned approach to the management of programs. Defines high-level objectives and supports translation into implementation strategies. Operates effectively in an environment of ongoing change and uncertainty and maintains flexibility. Actively ensures stakeholders are kept informed during times of change.</p> <p>Ensures closure and delivers on intended results</p> <p>Drives a culture of achievement. Ensures ideas and intended actions become reality and that planned projects result in expected outputs. Strives for quality, and ensures compliance with regulatory requirements. Puts systems in place to establish and measure accountabilities. Manages risks that may impede on project outcomes and ensures that key stakeholders are across all relevant issues.</p>	<p>Nurtures internal and external relationships</p> <p>Builds and sustains relationships within the organisation, with the Minister's office, across the APS and with a diverse range of external stakeholders. Looks for shared agendas and uses these to bring people together. Shows a commitment to client service through own actions and those of the business unit.</p> <p>Facilitates cooperation and partnerships</p> <p>Brings people together and encourages input from key stakeholders. Facilitates cooperation within and between organisations. Promotes the reciprocal sharing of information to build knowledge. Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict and manages the sensitivities involved.</p> <p>Values individual differences and diversity</p> <p>Recognises the positive benefits that can be gained from diversity and capitalises on these for the benefit of the business unit. Harnesses understanding of differences to anticipate reactions and enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives.</p> <p>Guides, mentors and develops people</p> <p>Encourages and motivates people to engage in continuous learning, and empowers them by delegating responsibility for work. Sets clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive feedback and manages under-performance. Offers support in time of high pressure and engages in activities to maintain morale.</p>	<p>Demonstrates public service professionalism and probity</p> <p>Adheres to and promotes the APS Values and Code of Conduct and acts with utmost integrity and professionalism. Encourages these standards in others. Operates professionally and within the boundaries of organisational processes and legal and public policy constraints. Represents the organisation effectively in public and internal forums, and advocates the corporate agenda.</p> <p>Engages with risk and shows personal courage</p> <p>Provides impartial and forthright advice. Is prepared to make tough corporate decisions to achieve desired outcomes. Challenges and encourages debate on difficult or controversial issues. Stands by own position and supports others when required. Takes responsibility for mistakes and learns from them. Seeks guidance and advice when required.</p> <p>Commits to action</p> <p>Commits to achieving key outcomes for the organisation. Demonstrates personal drive, focus and energy. Galvanises others to act. Acts decisively and initiates urgent action to overcome difficult problems.</p> <p>Displays resilience</p> <p>Persists with, and focuses on achieving, organisational objectives even in difficult circumstances. Monitors own emotional reactions and responds to pressure in a controlled manner. Displays a positive outlook and maintains momentum in difficult situations.</p> <p>Demonstrates self awareness and a commitment to personal development</p> <p>Examines own performance and regularly seeks feedback from others. Confidently promotes areas of strength, acknowledges development needs and proactively identifies related learning opportunities to extend skills and experience. Reflects on own behaviour and recognises the impact on others.</p>	<p>Communicates clearly</p> <p>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points for the audience and uses appropriate, unambiguous language, and explains the implications and ensures the conclusion is clearly conveyed. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p>Listens, understands and adapts to audience</p> <p>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. Anticipates reactions and prepares a response to address the audience's concerns. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p> <p>Negotiates persuasively</p> <p>Approaches negotiations with a strong grasp of the key issues. Presents a convincing and balanced rationale. Anticipates the position of the other party, and is aware of the extent of potential for compromise. Acknowledges and addresses disagreements to facilitate mutually beneficial solutions. Encourages the support of relevant stakeholders. Focuses on the desired objectives and ensures negotiations remain on track.</p>