AUSTRALIAN NATIONAL MARITIME MUSEUM

Position Description

FIRST NATIONS PROGRAMS MANAGER

DATE REVIEWED: 29 September 2026			
POSITION DETAILS			
Position Title	First Nations Programs Manager		
Position Number	0069		
Employment Type	Non-ongoing		
APS Classification	EL1		
Division	Content and Storytelling	**Section**	First Nations
Salary	$121,755 - $132,713 per annum plus 15.4% superannuation		
Reports To	Head of First Nations Programs		
Direct Reports	First Nations Program Officer		
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.

Leaders are expected to actively foster a psychologically safe workplace by modelling respectful behaviours, supporting team resilience, and promoting positive working relationships and wellbeing across their teams.

WHAT WE CAN OFFER YOU

At the Sea.Museum, you'll combine meaningful work with a unique harbour-side workplace and a strong commitment to diversity, inclusion and wellbeing.

Our employees enjoy:

- Competitive salary and 15.4% superannuation.
- Flexible work and generous leave entitlements.
- Learning and development opportunities.
- Wellbeing, recognition and EAP support.
- Salary packaging options.

Unique staff experiences, including our Staff Regatta.

OUR TEAM

The First Nations team leads the Museum's commitment to embedding Aboriginal and Torres Strait Islander histories, cultures, knowledges and perspectives across exhibitions, public programs, learning, collections and community engagement. The team relies on strong program coordination and sound business administration so that its programs, partnerships and community commitments are well planned, properly documented, appropriately resourced and delivered on time.

THE ROLE

The First Nations Programs Manager plays a key leadership role in the First Nations team, reporting to the Head of Indigenous Programs. The position leads the planning and delivery of First Nations exhibitions, public programs, site activations and digital outputs, and engages with Aboriginal and Torres Strait Islander groups and communities across Australia to deliver Indigenous-specific projects. The role also manages the team's business operations, including budgets, procurement, contracts, records and reporting, and supervises the First Nations Program Officer. We are seeking a candidate with strong cultural knowledge and community connections, proven program leadership, and sound business and financial management skills.

KEY ACCOUNTABILITIES

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

- Manage and coordinate the delivery of First Nations exhibitions, public programs, events, outreach activities, site activations and digital initiatives, ensuring milestones are achieved, risks are monitored and managed, and project deliverables are completed in line with agreed objectives and organisational priorities.
- Contribute to and support the Museum's outreach, collection, documentation, interpretation and exhibition activities, ensuring Aboriginal and Torres Strait Islander experiences, knowledge and cultural expressions are appropriately represented.
- Work collaboratively across the Museum to support the inclusion of Aboriginal and Torres Strait Islander perspectives in programs, exhibitions and activities, fostering engagement with First Nations **communities,** cultural practitioners and stakeholders to inform culturally appropriate outcomes.
- Support the Head of Indigenous Programs in building and maintaining relationships with First Nations peoples, communities, organisations and cultural practitioners nationally and internationally, applying appropriate cultural protocols.
- Represent the Museum in public forums, media opportunities, conferences, cultural institution networks and Indigenous communities.
- Oversee the team's business management, including program budgets, procurement, contracts, invoicing and financial reporting, ensuring compliance with Museum policies and liaising with Finance and Procurement.
- Manage external contractors, artists, presenters and cultural practitioners, ensuring contracts, logistics, travel, payments and deliverables are completed on time and within budget.
- Supervise and develop the First Nations Program Officer, allocating and quality-assuring program coordination and administrative work, including meeting support, correspondence, records management and team documentation.
- Prepare briefs, reports, presentations and status updates for the Head of Indigenous Programs, senior management and relevant governance or project forums.
- Establish and continuously improve systems, templates, registers and workflows to strengthen governance, record-keeping and efficient delivery across the team.

KEY CHALLENGES

- Effectively educating broad audiences about Indigenous histories, cultures and issues in a way that fosters understanding and respect.
- Building trust and maintaining strong relationships with Indigenous communities so their perspectives and voices are included, while balancing program delivery with the team's business, financial and administrative responsibilities under competing deadlines.
- Ensuring adherence to legal, ethical and cultural standards for the display and interpretation of Indigenous material and knowledge, and recognising when specialist curatorial, legal, procurement or financial advice is required.

KEY RELATIONSHIPS

Who	Why
Head of First Nations Programs	Immediate manager; priorities, guidance, approvals and escalation.
First Nations Program Officer	Direct report; work allocation, supervision, development and quality assurance.
Assistant Directors, Content and Storytelling and Visitor Engagement and Learning	Senior managers; strategic direction, program alignment and approvals.
Museum business areas, including Curatorial, Finance, Procurement, People and Culture, Digital and Facilities	Embed First Nations perspectives, coordinate contributions and meet corporate requirements.
Aboriginal and Torres Strait Islander communities, artists, cultural practitioners, partners and suppliers	Build trust and partnerships; coordinate engagement, contracts and delivery.

KEY SELECTION CRITERIA

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated understanding of Aboriginal and Torres Strait Islander cultures, knowledge and lived experiences, and experience working respectfully with communities and stakeholders to build trust and support shared outcomes.
2. Demonstrated ability to lead the planning and end-to-end delivery of complex First Nations programs, exhibitions and site activations, aligned with the Museum's strategic objectives and Reconciliation Action Plan.
3. Ability to work collaboratively across the Museum to support the inclusion of Aboriginal and Torres Strait Islander perspectives in programs, exhibitions, policies and external outputs through respectful engagement, consultation and partnership.
4. Sound business and financial management skills, including budgets, procurement and contracts, and the management of external contractors, artists and cultural practitioners to deliver on time and within budget.
5. Proven ability to supervise and develop staff, manage competing priorities, maintain accurate records and reporting, and improve systems and processes.

QUALIFICATIONS AND/OR RELEVANT EXPERIENCE REQUIRED

Mandatory:

- Demonstrated experience engaging respectfully with Aboriginal and Torres Strait Islander communities and applying appropriate cultural protocols.
- Experience leading program, exhibition or project delivery, including budget and contract management.

Desirable:

- Undergraduate qualifications in anthropology, archaeology, Aboriginal studies, museum and heritage studies, project management or arts administration, and/or relevant experience in museums, the cultural sector or

universities; an existing network with Aboriginal and Torres Strait Islander communities; prior involvement in a Reconciliation Action Plan process; and familiarity with project management and finance systems.

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 ACCEPTANCE	
Name:	
Signature:	
Date:	

INTEGRATED LEADERSHIP PROFILE

Executive Level 1 profile

Shapes strategic thinking

Inspires a sense of purpose and direction

Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational goals. Sets work tasks that align with the strategic objectives and communicates expected outcomes.

Focuses strategically

Understands the organisation's objectives and aligns operational activities accordingly. Considers the ramifications of issues and longer-term impact of own work and work area.

Harnesses information and opportunities

Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical gaps. Maintains an awareness of the organisation, monitors the context in which the organisation operates and finds out about best practice approaches.

Shows judgment, intelligence and commonsense

Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.

Achieves results

Builds organisational capability and responsiveness

Reviews project performance and focuses on identifying opportunities for continuous improvement. Identifies key talent to support performance. Remains flexible and responsive to changes in requirements.

Marshals professional expertise

Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.

Steers and implements change and deals with uncertainty

Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.

Ensures closure and delivers on intended results

Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge satisfaction.

Cultivates productive working relationships

Nurtures internal and external relationships

Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to internal and external client needs.

Facilitates cooperation and partnerships

Involves people, encourages them and recognises their contribution. 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 and encourages the exploration of diverse views. Harnesses understanding of differences to enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives.

Guides, mentors and develops people

Identifies learning opportunities for others and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive, objective feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.

Exemplifies personal drive and integrity

Demonstrates public service professionalism and probity

Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally and impartially 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 public and internal forums.

Engages with risk and shows personal courage

Provides impartial and forthright advice. Challenges important issues constructively, and stands by 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 proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.

Displays resilience

Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Continues to move forward despite criticism or setbacks.

Demonstrates self awareness and a commitment to personal development

Self-evaluates performance and seeks feedback from others. Communicates and acts on strengths and development needs. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and accepts challenging new opportunities.

Communicates with influence

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 persuasively

Approaches negotiations with a strong grasp of the key issues, having prepared in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and frames arguments accordingly. Encourages the support of relevant stakeholders. Strives to achieve an outcome that delivers benefits for both parties.