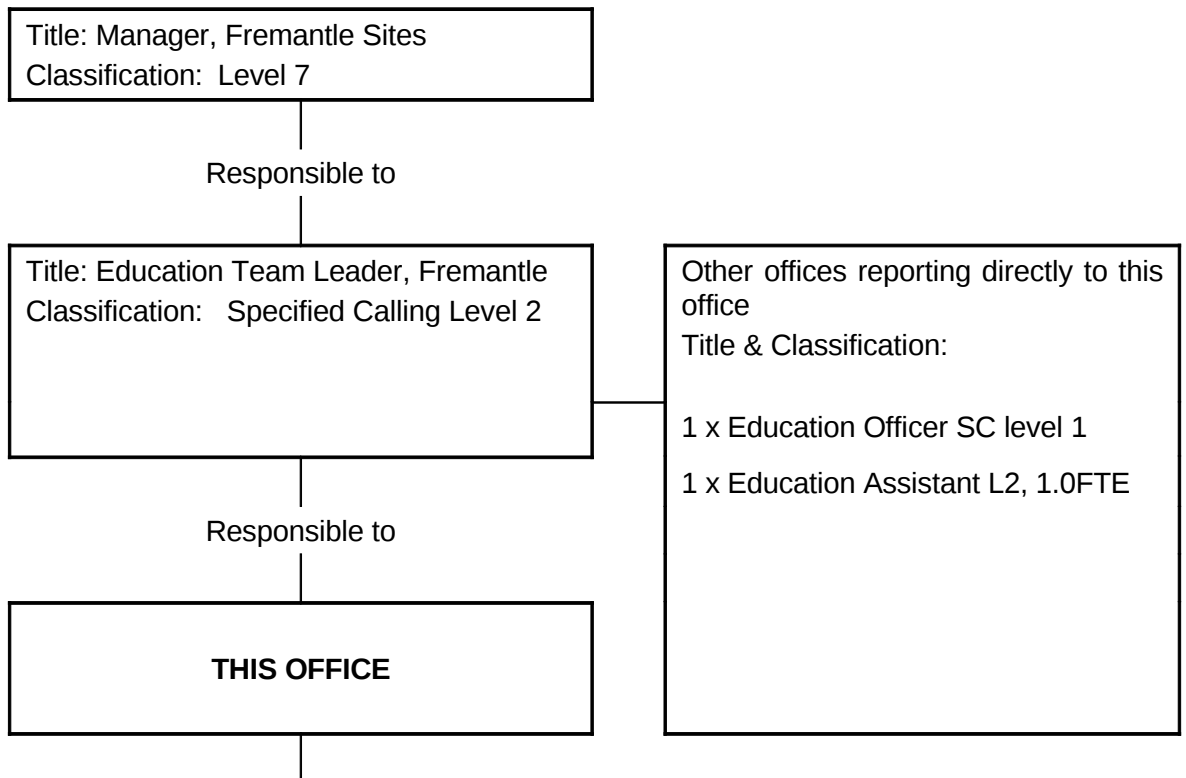




JOB DESCRIPTION FORM

SECTION 1 - OFFICE IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT	
ORGANISATION Western Australian Museum		CLASSIFICATION Specified Callings Level 1	OFFICE No. 11432
DIVISION BRANCH SECTION	Exhibition & Public Programs Fremantle Education	TITLE Education Officer	
		SALARIES AGREEMENT/AWARD PSA 1992 / PSGOGA 2011	
		MODE OF APPOINTMENT Permanent/Fixed Term Contract	

SECTION 2 - REPORTING RELATIONSHIPS



Offices under <u>direct</u> responsibility		
Title:	Classification:	No. of FTE's supervised and controlled: Nil

SECTION 3 - KEY RESPONSIBILITIES	EFFECTIVE DATE OF DOCUMENT
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TITLE Education Officer	CLASSIFICATION Specified Callings Level 1	OFFICE No. 11432
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State BRIEFLY the key responsibilities or prime function of the job.

The Education Officer’s primary role is to enhance the Museum’s profile through the development, implementation and evaluation of high quality education programs and resources relevant to the collection at the Western Australian Museum sites in Fremantle.

SECTION 4 - SCOPE AND CONTEXT

Museum in Context

The Western Australian Museum in line with most contemporary museums across the world is experiencing a period of transition. The Museum and its Board of Trustees’ aspire to be a Museum for the twenty first century.

The Museum strives to be entrepreneurial by incorporating a business approach and a willingness to try new things. It will encourage and promote communication about the natural sciences, history and museum practise in Western Australia. The organisation will include the infrastructure and resources to support, enhance and complement all sites of the Western Australian Museum and our programmes across the State.

The Museum will be a place of discovery, discussion and debate about the past, the present and the future.

Museum profile

- Approximately 220 staff
- 8 Museums (Perth, Maritime Museum, Shipwrecks Gallery, Fremantle History Museum, Albany, Geraldton, Kalgoorlie and Samson House)
- 7 Collection storage facilities
- Approximately 3 million objects in the Museum’s collections
- Commercial operations including shops, function business and publications
- An operating budget of approximately \$19 million

Role of the Position

The Education Officer’s primary role is to enhance the Museum’s profile through the development, implementation and evaluation of high quality education programs and resources for Years K-12 that are relevant to the collections at the Maritime Museum and Shipwreck Galleries. For this purpose, the Education Officer is required to become familiar with the content of the exhibitions and collections in the Museum.

The position operates within the Museum strategic plan and within the parameters set by the individual site manager. The Education Officer is part of the Education team, and works under the direction of the Education Team Leader. The incumbent must abide by and apply the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department’s Code of Conduct.

SECTION 4 - STATEMENT OF DUTIES	EFFECTIVE DATE OF DOCUMENT
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TITLE Education Officer	CLASSIFICATION Specified Callings Level 1	OFFICE No. 11432
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BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Details

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No.	Details	Freq.	%
1.	Develop, implement and resource educational programs relating to the Museum's displays and its collection for a wide audience.	D	60%
2.	Assist in the promotion of Museum education through the State's education system, the general public and relevant organisations.	R	10%
3.	Coordinate and conduct Professional Learning programs for teachers	O	5%
4.	Participate in the development and implementation of life long learning programs by the provision of public programs for diverse ages and interests.	R	5%
5.	Participate in talks, lectures and events as part of the Museum's outreach program.	O	5%
6.	Participate in Museum project teams	O	5%
7.	Assist with training and evaluation of casual education presenters, volunteers, visitor services officers and other Museum staff, as required.	O	5%
8.	Other duties as required having regard for the skills, knowledge and abilities of the employee.	R	5%

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; R-Regularly; O-Occasionally; A-Annually

SECTION 5 - SELECTION CRITERIA		EFFECTIVE DATE OF DOCUMENT
TITLE Education Officer	CLASSIFICATION Specified Callings Level 1	OFFICE No. 11432
EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE		
<p>ESSENTIAL CRITERIA</p> <ol style="list-style-type: none"> 1. Tertiary qualification in education. 2. Demonstrated successful experience in developing, implementing and evaluating creative and innovative programs, activities and events with appropriate interpretive materials and resources for school students. 3. Knowledge of current curriculum trends, teaching methods for various phases of development and a good understanding of the WA Curriculum Framework. 4. The ability to work with a variety of stakeholders, within a team environment and with limited supervision. 5. Well developed interpersonal skills, including demonstrated commitment to high quality customer service. 6. Well developed communication skills, including well developed written and oral communication skills, and presentation skills, including group facilitation and computer skills. 7. Good administration and organisational skills including the ability to prioritise work independently and to meet deadlines. 8. In the context of this role, demonstrate the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace. <p>DESIRABLE CRITERIA</p> <ol style="list-style-type: none"> 1. Minimum three years classroom teaching experience. 2. Current registration or eligibility to be registered with the Western Australian College of Teaching. 3. Interest in, and knowledge of, Western Australia's maritime history and heritage. 4. Previous experience working with community groups or education programs (for example, museums, schools, public libraries, local councils, environment groups etc). 5. "C" Class driver's licence. 		

SECTION 6 - APPOINTMENT FACTORS		EFFECTIVE DATE OF DOCUMENT
TITLE Education Officer	CLASSIFICATION Specified Callings Level 1	OFFICE No. 11432
LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GEHA, free/rental, etc.	LOCATION Fremantle ACCOMMODATION Nil	
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	A current National Police Certificate and Working with Children Clearance (WWCC) will be required.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	Nil	

SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD

CHIEF EXECUTIVE OFFICER

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

- (ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE