



JOB DESCRIPTION FORM

JOB TITLE: Project Support Officer	POSITION NUMBER 13314	CLASSIFICATION: Level 3
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AWARD Public Service Award 1992 / PSGOGA	EMPLOYMENT TYPE Fixed Term, Full-Time
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DIRECTORATE New Museum	TEAM New Museum Project
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POSITION REPORTS TO Exhibition Team Leader, L5	POSITIONS REPORTING TO THIS POSITION Nil (or list positions)
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PURPOSE OF POSITION

This position provides project and administrative support to the designated exhibition team within the New Museum project. This includes providing a comprehensive range of project-related administrative, research and financial services to the designated team.

CONTEXT

The Western Australian Museum is the State's natural, social and cultural history museum. It has public sites in Perth, Fremantle, Kalgoorlie, Albany and Geraldton and a collection and research centre in Welshpool. It is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.

The WA Museum's mission is to inspire people to explore and share their identity, culture, environment and sense of place, and to experience the diversity and creativity of our world.

The WA Museum is in the early stages of planning for a New Museum at the Perth Cultural Centre site. This position will play a vital role in the Museum's Content and Operations project team, working within designated exhibition team to action and monitor project progress.

REGISTERED
DEPARTMENT OF CULTURE
AND THE ARTS
INITIALS *SPM* DATE *7.9.17*



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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Participates in team process for the creative development of exhibition storylines and content for displays, interactives, multi-media and programming and maintains records of outcomes 2. Co-ordinates the preparation of documents such as agendas, minutes and briefing papers for a variety of team meetings and monitors completion of actions 3. Coordinates the preparation of team reports and presentations to a variety of internal and external stakeholders 4. Carries out research and analysis of straightforward issues and makes recommendations to team for consideration or action 5. Works with team and other project support officers to identify, document and implement project administration systems 6. Performs a range of project administration tasks ensuring project documentation is entered into records management system 7. Implements financial records procedures and systems and assists with team budget reporting 8. Liaises with external and internal stakeholders to coordinate meetings; facilitate communication of information and other purposes as required <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p>Compliance and Legislative Knowledge</p> <ol style="list-style-type: none"> 1. Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. 2. Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> Experience in working as a team member and an understanding of project management methods and processes Demonstrated computer skills and competency in the use of Microsoft Office programs to prepare and maintain documents in a variety of formats as well as ability to learn new programs Experience of administrative procedures and practices, including records management and financial processing, budget monitoring and purchasing. Sound interpersonal, written and verbal communication skills. Good organisational skills and the ability to work flexibly with minimal supervision and meet deadlines. <p>Desirable</p> <ol style="list-style-type: none"> Experience with Adobe Acrobat Professional and TRIM. Interest in WA history and/or environment. Relevant qualifications and/or experience working in a museum or similar environment. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> New Museum team members. New Museum project partners, consultants, contractors and suppliers. Internal stakeholders – Museum staff and volunteers. External stakeholders – govt departments; supporters and sponsors; community groups; members of the public.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> Manage demands of team members, other teams and colleagues while meeting deadlines. Flexibility and adaptability to accommodate evolving priorities and opportunities. Taking responsibility for completion of work, seeking guidance when required; taking initiative to progress work.
	<p>SPECIAL CONDITIONS</p> <p>The WA Museum is a 7 day a week operating environment, there may be some requirement to work weekends and after normal business hours.</p>
	<p>LOCATION</p> <p>This position is based in Perth however employees may be required to travel to and work from any of Museum's sites on a short-term basis.</p>

Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....

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