



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Manager, WA Museum Perth Site	<b>POSITION NUMBER</b> 11923	<b>CLASSIFICATION:</b> Level 7
<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA	<b>EMPLOYMENT TYPE</b> Permanent, Full Time	
<b>DIRECTORATE</b> New Museum Project	<b>TEAM</b> Perth Museum	
<b>POSITION REPORTS TO</b> Project Director, L9	<b>POSITIONS REPORTING TO THIS POSITION</b> TBD	
<p><b>PURPOSE OF POSITION</b></p> <p>Provides leadership of the team at the Western Australian Museum, Perth site. Manages the day-to-day operations within a strategic framework. This includes contributing to the development of public programs and exhibitions; contributing to policy and strategy development; management and reporting of financial and human resources.</p>		
<p><b>CONTEXT</b></p> <p>The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.</p> <p>The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p> <p>The WA Museum – Perth is the one of the Museum's 3 metropolitan sites. It is in the process of embarking on a major redevelopment process and is planning the transition to operations of the New Museum.</p>		

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<p><b>STATEMENT OF DUTIES</b></p> <p><b>1. Strategic and Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Develops and implements strategic and business plans for the Western Australian Museum Perth site in line with the Museum's overall strategic direction.</li> <li>• Develop creative strategies to implement the plans in conjunction with the Director and the CEO.</li> <li>• Ensure the effective development and management of staff including occupational health and safety, equal employment opportunity, performance management, conflict and grievance resolution, training and multi-skilling.</li> </ul> <p><b>2. Manage Operations and Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Ensures financial accountability for the WA Museum, Perth site through regular monitoring of all functional and operational expenses and acquittal of the same against agreed outcomes.</li> <li>• Reports on WA Museum, Perth site outcomes and key performance indicators.</li> <li>• Develops alternative funding including sponsorship and grants in close liaison with the Executive Management Team and the Foundation.</li> <li>• Works with Museum colleagues to identify, develop and implement strategic marketing initiatives.</li> <li>• Works with Museum colleagues to ensure effective and optimal delivery of public programs, exhibitions and collections research that supports the aims and objectives of the WA Museum.</li> <li>• Participates and actively contributes to Museum wide activities.</li> </ul>	<p><b>3. Consultation and Liaison</b></p> <ul style="list-style-type: none"> <li>• Consult extensively with Museum colleagues and with external bodies to ensure a co-ordinated approach to exhibitions and public programmes; merchandise, publications and venue hire opportunities.</li> <li>• Consult and liaise with the relevant Directors, Managers and external bodies to consistently deliver a high standard of visitor experience to the general public.</li> <li>• Liaise with key departments internal to the Museum and DCA etc.</li> <li>• Liaise with external partners in the public, private and voluntary sector as required.</li> </ul> <p>Other duties as required with respect to the scope of the position.</p> <p><b>Compliance and Legislative Knowledge</b></p> <ul style="list-style-type: none"> <li>• Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>• Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul>
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of the museum environment and related legislation including awareness of the values, ethics and professional practices in museums.</li> <li>2. Effective interpersonal skills including high level verbal and written communication skills, negotiation and liaison with external stakeholders.</li> <li>3. Experience in managing complex projects to tight timelines and budgets</li> <li>4. Strategic and business planning, implementation and reporting on outcomes.</li> <li>5. Effective management of staff, financial and physical resources</li> <li>6. In the context of this role, have the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. A tertiary qualification in a discipline relevant to the museum or equivalent experience.</li> <li>2. Experience in marketing, public programs and/or managing sponsorships and grants.</li> <li>3. Current "C" class driving licence.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Staff within team – this position will have a key role to play in managing staff within their team to deliver great customer experiences.</li> <li>2. Program teams – to ensure the site’s context, needs and special events are taken into account during the planning, development and delivery of programmes – learning and exhibition.</li> <li>3. Facilities team - to ensure that site works have minimal impact on Museum operations.</li> <li>4. Commercial team – to ensure the coordination of Venue, Retail and Café requirements with Museum operations.</li> </ol> <p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Planning for the operation of the new Museum in collaboration with the Executive Management Team and wider museum management group.</li> <li>2. To lead changes in WA Museum culture and processes in such a way that staff retain “ownership” and see changes as a positive contribution to their work</li> <li>3. Facilitate effective relationships and collaboration with other teams, managers, communicating with all levels of staff.</li> <li>4. Completing multiple projects within tight timeframes while also managing staff and a fluctuating workload of ongoing tasks</li> <li>5. Coordinating complex site activities to deliver Museum operations while meeting demanding stakeholder requirements and minimising impacts on visitors</li> <li>6. Being able to assess situations and make sound, prompt and appropriate decision.</li> </ol>
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<div style="border: 2px solid black; padding: 10px; text-align: center;"> <p><b>REGISTERED</b></p> <p><b>Western Australian Museum</b></p> <p>INITIALS: SJM    DATE: 11.02.2019</p> </div>	<p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>The WA Museum is open 362 days per year – the position may be required to work weekends and after hours.</li> <li>A current (within 6 months) National Police Certificate must be supplied.</li> </ol>
	<p><b>LOCATION</b></p> <p>Perth</p>

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