



GWOONWARDU MIA GASCOYNE ABORIGINAL HERITAGE AND CULTURAL CENTRE

JOB DESCRIPTION FORM: Administrative Assistant

ABOUT GWOONWARDU MIA

Gwoonwardu Mia was established to be a common meeting place for the five language groups of the Gascoyne Region, celebrate Aboriginal culture, be a significant tourism attraction and provide quality employment opportunities for Aboriginal people.

Gwoonwardu means “where the fresh water meets the sea water”. Gwoonwardu Mia - the Gascoyne Aboriginal Heritage and Cultural Centre was constructed in Carnarvon with the vision of establishing ***"a common meeting place for the people of the Gascoyne Region where lives are enriched, Aboriginal culture is recognized and practiced, quality employment and business enterprises operate and where youth are actively engaged in creating their own future"***.

After an extended period of closure, from the 15 July 2019, the Western Australian Museum has undertaken to manage Gwoonwardu Mia and reopen the Cultural Centre.

The Western Australian Museum will work collaboratively with Aboriginal communities in the Gascoyne to realise the vision and to create a financially, socially, environmentally and culturally sustainable Cultural Centre which maximises its business potential and is also the recipient of ongoing state support.

Gwoonwardu Mia Cultural Centre consists of:

- Conference Rooms for Hire
- Café
- Gallery Shop
- Outdoor Performance Space and Ethnobotanical garden/grounds
- Permanent Interpretive Exhibition – Burlgarnya Wanggaya – Old People’s Stories
- Emerging Art Centre facility/activity

DETAILS

Position Title	Position Number
Administrative Assistant	14546
Classification Level	Award/Agreement
Level 2	PSA / PSGO CSA GA 2017
Directorate	Branch/Team
Regional Development	Gwoonwardu Mia
Physical Location	Effective Date
Carnarvon	16 September 2019
Employment Type	
Fixed Term, Full Time	

REPORTING RELATIONSHIPS

Position reports to

Regional Manager Business and Strategy,
L6

Positions reporting to this position

Nil

POSITION STATEMENT

Provides administrative and secretarial services to the Regional Manager Business and Strategy and Operations Manager Engagement and Events and staff in Gwoonwardu Mia. This includes financial and human resources, administrative processing, diary coordination and records management.

This position is also responsible for assisting with the coordination of booking and promoting the conference rooms and performance spaces that Gwoonwardu Mia offers for hire. The position assists the Operations Manager to ensure the venues operate compliantly with health, safety and statutory regulations, and internal policies and procedures are followed and adhered to at all times.

POSITION DUTIES

1. Works collaboratively and cooperatively as a member of the Gwoonwardu Mia team and WA Museum staff.
2. Provides administrative support to the Regional Manager and staff at Gwoonwardu Mia, including administration related to Finance and HR processes.
3. Collates daily mail, files and prepares responses to correspondence as directed.
4. Arranges and maintains the Regional Manager and Operations Manager's schedules of appointments and meetings and collates meeting agenda and associated papers.
5. Prepares agenda and associated papers for meetings and takes minutes of meetings as required.
6. Arranges itinerary, travel and accommodation as required.
7. Supports records management processes and practices for the site.
8. Assist the Operations Manager with coordination of the venue hire operations, including client walk throughs, bookings, invoicing, set-up and clean-up.
9. Assist in the development and implementation of procedures and policies relating to the function of the site.
10. Assist the venues to operate with due regard for public safety, and comply with all health, safety and statutory regulations, including the Liquor Licensing Act.
11. Develop and maintain an effective working relationship with site caterers to promote the maximum usage of the venues.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements and guidelines in accordance with the parameters of the position.

POSITION CRITERIA

Essential

1. **Aboriginality (under Section 50D of the Equal Opportunity Act) is considered essential.**
2. Demonstrate experience in the range of administrative activities in a dynamic office environment including familiarity with a range of administrative IT systems.
3. Demonstrate experience managing competing priorities while working to deadlines.
4. Demonstrate good customer service skills and the ability to work with a diverse range of people.

Desirable

1. Knowledge of functions and events coordination.

KEY RELATIONSHIPS / INTERACTIONS

1. Regional Manager Business and Strategy, Gwoonwardu Mia.
2. Operations Manager Engagement and Events, Gwoonwardu Mia.
3. Gwoonwardu Mia Advisory Committee members.
4. Members of the Public.
5. Community and business stakeholders.
6. Gwoonwardu Mia team members.

KEY CHALLENGES

1. Supporting the site to be effective and efficient in a busy work environment, where there are competing demands.
2. Working with the team in striving for general customer service excellence both on site and in all other ways with customers, eg suppliers, phone calls, other cultural organisations and visitors.

SPECIAL CONDITIONS

1. Work outside normal business hours and on weekends will be required from time to time.
2. District Allowance.
3. A current (within 6 months) National Police Clearance Certificate will be required.

Appointment is subject to:

1. Eligibility to Work in Australia.

Training:

1. Complete induction within three months of commencement.
 2. Complete any training specific to the role required by Departmental or WA Museum policy.
 3. Complete the Department's Accountability and Ethical Decision-Making training within six months of appointment.
-

