



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA Museum’s mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national, and global. We aspire to be a valued, used, and admired organisation by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award-winning Boola Bardip in Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

OUR MISSION

Inspiring curiosity to explore the past, question the present and shape the future.

OUR VISION

An informed and engaged community working together for a better future.

OUR VALUES

Respectful

Inclusive

Accountable

Enterprising

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia.

ORGANISATIONAL PILLARS

1

Sustainability

2

At the Heart of the Community

3

Aboriginal and Torres Strait Islander Peoples

4

State-wide



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Senior Aboriginal & Torres Strait Islander
Advisor

Position Number

13127

Classification Level

Level 7 (L7)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Executive Directorate

Branch/Team

Executive / Aboriginal and Torres Strait
Islander Interests

Physical Location/s

WA Museum Boola Bardip, Perth

REPORTING RELATIONSHIPS

Position reports to

Chief Executive Officer, Class 1

Positions reporting to this position

- Aboriginal & Torres Strait Islander
Project Officer, L3

PURPOSE OF THE POSITION

To provide high level strategic advice to the Chief Executive Officer and the Executive Management Team on policy and strategy development and implementation, as well as protocols that will ensure Aboriginal and Torres Strait Islander peoples are central to ownership, governance, and program development.

STATEMENT OF DUTIES

Consultancy Advice and Support:

- Provides high level advice to the CEO and Executive Management Team on matters relating to First Australians.
- Liaise and consult with staff to ensure cultural protocols and procedures are followed and implement organisational priorities and values.



- Continue to develop networks and partnerships with First Nations Australians state-wide.
- Maintains a sound awareness of policy trends and issues nationally and internationally that are relevant to Aboriginal & Torres Strait Islander peoples' interests.

Business Processes and Administration:

- Prepares Ministerial responses, briefing papers and other materials as required.
- Responsible for coordinating the Aboriginal Advisory Committee.
- Contributes to the development of performance indicators and data sets to measure the effectiveness of the Museum's policies, strategies and programs related to First Australians.

Policy, Strategy and Program Development and Implementation:

- Develop and implement policies, strategies, projects, and initiatives in line with the organisation's Strategic Plan, including policy, strategy, projects, and initiatives that relates to cultural heritage and employment and training.
- Leads projects and programs to implement policies, strategies, and initiatives.
- Provides advice and information on the development of state-wide strategies and programs.
- Monitor and evaluate the effectiveness of policies, strategies projects and initiatives.
- Other duties as required with respect to the scope of the position, and the skills, knowledge, and abilities of the employee.

WORK RELATED REQUIREMENTS

Essential

1. Aboriginality is a genuine occupational requirement and is authorised under *Section 50D* of the *Equal Opportunity Act 1994*.
2. **Shapes and manages Strategy:** Understands the organisations objectives and demonstrates high level experience in policy development, implementation, and evaluation.



3. **Achieves results:** Establishes clear plans and time-frames for project implementation. Monitors project progress, reviews project performance and sees projects through to completion.
4. **Builds productive relationships:** Builds and sustains relationships with a network of key people internally and externally. Consults with First Australians and ensures their participation in setting policy directions. Works collaboratively, and operates as an effective team member.
5. **Exemplifies personal integrity and self-awareness:** Adopts a principled approach, and adheres to public sector values and the Code of Conduct. Operates as an effective representative of the organisation, and provides impartial advice.
6. **Communicates and influences effectively:** Structures written and oral communication to ensure clarity, and approaches negotiations with a strong grasp of the key issues. Demonstrated ability to effectively and sensitively communicate and work with people of diverse backgrounds and cultures.

Desirable

Nil.

SPECIAL CONDITIONS

Nil.

APPOINTMENT IS SUBJECT TO

- Eligibility to Work in Australia.
- A current (within six (6) months) National Police Clearance Certificate.