



GWOONWARDU MIA GASCOYNE ABORIGINAL HERITAGE AND CULTURAL CENTRE

JOB DESCRIPTION FORM: Regional Manager Business and Strategy

ABOUT GWOONWARDU MIA

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.

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"***.

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 – Burlgarnyia Wanggaya – Old People’s Stories.
- Emerging Art Centre facility/activity.

DETAILS

Position Title

Regional Manager Business and Strategy

Position Number

14514

Classification Level

Level 6

Award/Agreement

PSA / PSGO CSA GA 2017

Directorate

Regional Development

Branch/Team

Gwoonwardu Mia

Physical Location

Carnarvon

Effective Date

1 September 2019

Employment Type

Fixed Term, Full Time

REPORTING RELATIONSHIPS

Position reports to

Director Regions, L8

Positions reporting to this position

Operations Manager Engagement
and Events, L5

Administration Officer, L2

PURPOSE OF THE POSITION

The Regional Manager Business and Strategy provides leadership of the team at Gwoonwardu Mia. This position is responsible for the delivery of cultural services including public exhibitions, events and activities for users from within the region and beyond; it focuses on strategies and initiatives which highlight, promote and recognise the Aboriginal culture and heritage of the Gascoyne region.

The position works closely with the WA Museum's Director Regions to contribute to wider WA Museum strategic initiatives and represent both Gwoonwardu Mia and the WA Museum in the local community. Operationally, the role is expected to develop the business, create income generating activities and ensure financial accountability.

The role aims to promote, encourage and facilitate all values that underpin the Centre's vision of promoting economic and social wellbeing, social inclusion and connection to people and communities.

STATEMENT OF DUTIES

Strategic and Operational Planning

- Prepare business plans along with policies and procedures in line with Gwoonwardu Mia's overall strategic direction.
- Provide advice and direction regarding community expectations to ensure alignment with Gwoonwardu Mia's strategic direction.
- Establish an environment that fosters community unity, partnerships and networks through development of community and shared partnerships and alliances.

Manage Operations and Service Delivery

- Leads and manages all business operations including financial and human resources and key performance indicators.
- Ensure the effective development, management and administration of staff; including occupational health and safety, equal employment opportunity, performance management, conflict and grievance resolution, training and multi-skilling.
- Ensure financial accountability through regular monitoring and acquittal of all functional and operational expenses.
- Report on outcomes and key performance indicators.
- Develop alternative funding; including sponsorship and grants, in close liaison with the Executive Management team and the Foundation for the WA Museum.
- Work with the Gwoonwardu Mia team and WA Museum colleagues to identify, develop and implement strategic initiatives.

- Participates and actively contributes to Gwoonwardu Mia's varied activities.

Finance and Administration

- Develop and monitor the operating budget for Gwoonwardu Mia.
- Oversee and work with the Café leasee, to ensure compliance with contractual requirements.
- Develop and monitor maintenance plans for all areas of the building ensuring it is maintained in good condition.
- Provide information and reports to WA Museum as required.

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.

WORK RELATED REQUIREMENTS

Essential

1. Effective interpersonal skills; including high level verbal and written communication, negotiation skills and the ability to work collaboratively with external stakeholders.
2. Demonstrated experience working collaboratively with Aboriginal and Torres Strait Islander communities in Australia.
3. Experience in project planning and managing projects to tight timelines and budgets.
4. Knowledge and experience in strategic and business planning, implementation and reporting on outcomes.
5. Effective management of staff, financial and physical resources.
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.
7. Ability to lead and manage a diverse team of people in a creative business environment; including the ability to liaise with management at various levels.
8. Strong organisational skills including the ability to monitor priorities and demonstrated problem solving and initiative in decision making.

Desirable

1. A relevant qualification in business management.
2. Knowledge and experience of a museum, gallery, cultural heritage or tourism environment.

KEY RELATIONSHIPS/INTERACTIONS

1. Chief Executive Officer, WA Museum.
2. Director Regions, WA Museum.
3. Operations Manager Engagement and Events, Gwoonwardu Mia.
4. Gwoonwardu Mia Advisory Committee members.

5. Aboriginal community liaison.
6. Other community and business stakeholders.
7. Gwoonwardu Mia team members.

KEY CHALLENGES

- Balance multiple, competing priorities in terms of workload, within a limited budget.
- Work effectively within an extended team to deliver and develop programs and activities.
- Development and stewardship of strategic partnerships.
- Development of sustainability strategies for ongoing operation.

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) Police Clearance will be required.
4. "C" Class driver's licence.

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.

