



JOB DESCRIPTION FORM



JOB TITLE: Project Officer Engagement	POSITION NUMBER: 13587	CLASSIFICATION: Level 4
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AWARD PSA 1992 / PSGOGA 2014	EMPLOYMENT TYPE: Fixed term, Full time
DIRECTORATE Western Australian Museum	TEAM New Museum Project
POSITION REPORTS TO 12747 Principal Project Officer Engagement and Communications, Level 6	POSITIONS REPORTING TO THIS POSITION Nil

PURPOSE OF POSITION

The Project Officer Engagement is responsible for implementing, monitoring and reporting on outcomes from community engagement initiatives that support the New Museum Project's *Strategy for Public Engagement*. This position works in collaboration with others, including external partners, to encourage participation in and with the New Museum Project and ensure the interests, needs and expectations of the people of WA are taken into consideration during the development of the Project.

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 developing a New Museum at the Perth Cultural Centre site, scheduled to open in 2020, and is committed to consulting and engaging with the community and other stakeholders, encouraging all Western Australians to have input into the New Museum.

This role will play a vital role in engaging with and consulting the Western Australian community and visitors to our State, to ensure their needs are considered in the development of the content and visitor experiences.

REGISTERED
DEPARTMENT OF CULTURE AND THE ARTS

INITIALS CC DATE 30.9.15



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STATEMENT OF DUTIES

1. Assists with the ongoing development and implementation of the New Museum Project's *Strategy for Public Engagement*.
2. Contributes to the design and development of, and manage the delivery of allocated engagement activities to meet Project objectives.
3. Works collaboratively across teams to ensure engagement activities are supported by a broad range of internal and external stakeholders to achieve Project outcomes.
4. Advises Engagement and Communications team members of resource and promotional requirements for allocated engagement activities.
5. Assists with the administration and facilitation of the New Museum community panels, online community development and other initiatives as directed.
6. Undertakes research, analysis, reporting and database management and contributes to continuous improvement processes.
7. Provides timely feedback from community engagement initiatives for a variety of reporting purposes and in a way that can be readily incorporated into the Content development, exhibition design and visitor experience design processes.
8. Liaises with Content teams, in particular Audience Advocates, to assist with the development of the audience research and consultation plans (at design brief, concept and developed design phases) with schedule and budget details.

9. Assists with the development and implementation of post-opening operational plans.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

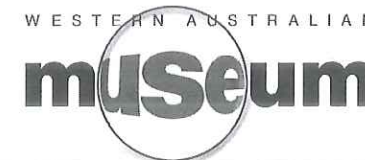
Compliance and Legislative Knowledge

- Comply with Department of Culture and the Arts Code of Conduct, policies and procedures and relevant appropriate legislation; and
- 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"> 1. Demonstrated ability to work collaboratively to successfully design and deliver high quality engagement activities including their planning, event planning and coordination, evaluation and reporting. 2. Demonstrated high level of communication skills with the ability to confidently facilitate effective community meetings and discussion with groups, and present messages in a clear, concise and articulate manner. 3. Demonstrated skills in community and stakeholder liaison, project and budget management. 4. Demonstrated ability to contribute to strategic planning and analysing data to make evidence based decisions. 5. Assist to develop and maintain highly successful, positive working relationships with people from a wide range of backgrounds, including the ability to consult, collaborate, negotiate and compromise to ensure effective outcomes. <p>Desirable</p> <ol style="list-style-type: none"> 1. Tertiary qualifications in a relevant field. 2. International Association for Public Participation (IAP2) Certificate in Engagement, Public Participation or equivalent. 3. Interest in, and knowledge of, Western Australia's natural history and cultural heritage. 4. "C" Class driver's licence. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. New Museum team, WA Museum Creativity and Learning team. 2. External stakeholders – Government departments; supporters, sponsors and partners; community groups; members of the public. 3. Internal stakeholders – WA Museum staff and volunteers. <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Ensuring public needs are a high priority for all team members. 2. Critical thinking, creative problem solving, flexibility and adaptability to accommodate evolving priorities and opportunities. 3. Competing demands and expectations of internal and external stakeholders. <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Employees may be required to work on weekends and evenings. 2. Unless otherwise stated all positions within the WA Museum require the occupant to be able to use a PC and have a working knowledge of MS Office software including Outlook, Word, Excel and Powerpoint. 3. A current (within 6 months) Police Clearance Certificate will be required. 4. A Working with Children Clearance will be required. <p>LOCATION</p> <p>This position is based in Perth however employees may be required to travel to and work from any of the Museum's sites on a short-term basis.</p>
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Manager Signature: **Date:**/...../.....

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



