



JOB DESCRIPTION FORM



JOB TITLE: Head of Culture and Communities	POSITION NUMBER: 13615	CLASSIFICATION: Level 7
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AWARD Public Service Award 1992 / PSGOGA	EMPLOYMENT TYPE Permanent, Full Time
DIRECTORATE: Collections and Research	TEAM: Collections and Research Centre, Welshpool
POSITION REPORTS TO Executive Director, Collections and Research SCL6	POSITIONS REPORTING TO THIS POSITION Head of Department, History SCL3 Head of Department, Anthropology & Archaeology SCL3 Head of Department, Maritime Archaeology SCL4

PURPOSE OF POSITION

Responsible for the leadership and strategic management of the new major WA Museum Functional Area of Culture and Communities, in particular, integrating curatorial work with public facing functions, and building strategic relationships between the Museum and partners, including research institutions, government departments, community organisations, industry and the voluntary sector; also, for contributing to the strategic vision of the WA Museum. Providing strategic advice to the Museum Executive Management Team.

CONTEXT

The Western Australian Museum seeks to inspire people to explore and share their identity, culture, environment and sense of place. The Functional Area of Culture and Communities brings together the curatorial departments listed above. The WA Museum is developing a major new Museum building in Perth and is engaged in a phase of organisational renewal. Critical to this is the strategic development of its collecting, curatorial and public functions in the area of Culture and Communities and ensuring the Museum is able to adopt a contemporary and future-focused approach to this work. In particular, the Museum is seeking to establish a contemporary and innovative approach to developing its work in this sector and to ensuring the participation of individuals and communities in communicating their stories

REGISTERED
DEPARTMENT OF CULTURE
AND THE ARTS

INITIALS *SJM* DATE *19.10.16*



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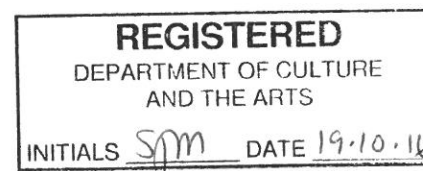
STATEMENT OF DUTIES

1. Responsible for the leadership, management and administration of the functional area of Culture and Communities.
2. Oversee strategic development of cultural and communities collections, content and research activities.
3. Build capacity and expertise of the cultural and communities staff.
4. Demonstrate creativity and innovation in developing the Museum's cultural and communities work.
5. Promote the cultural and community identity of WA locally, regionally and globally.
6. Contribute to the planning and the development of initiatives that support the Museum's strategic directions and priorities.
7. Develop and implement strategies to attract support from public and private entities for cultural and communities activity.
8. Advise the senior management team on this area of activity.

Compliance and Legislative Knowledge

- Comply with appropriate Government, policies and procedures (including the Code of Conduct) as well as relevant appropriate legislation.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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





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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Significant understanding of the potential for museums to contribute to issues of Culture and Communities through collections, public programs and content development practices. 2. Proven ability to lead, manage and administer multidisciplinary teams, their assets and financial resources. 3. Track record of establishing networks and partnerships with a diverse range of organisations and people. 4. Creative and innovative approach to the development and use of collections. 5. Demonstrable experience of involving individuals and communities in expanding the number and range of stories represented in cultural organisations. 6. Strategic thinker capable of analysing, setting and delivering high level projects and outcomes. 7. Highly developed organisational skills, including verbal and written communication, problem solving, liaison and negotiation. 8. Demonstrated capacity to work independently and as part of a team, with a commitment to continuous improvement. <p>Desirable</p> <ol style="list-style-type: none"> 1. Current driving licence. 2. Relevant tertiary qualification. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Executive Director, Collections and Research 2. Heads of curatorial, collections management and conservation departments 3. New Museum creative teams 4. Executive Management Team 5. Cultural and community networks 6. Stakeholders 7. Public <p>KEY CHALLENGES To deliver high quality services through:</p> <ol style="list-style-type: none"> 1. Integrating and translating strategic collection, content and research activities into accessible products to stimulate learning and innovation, including academic, educational and curriculum based resources, online and physical exhibitions, digital content and the use of social and emerging technologies. 2. Building strategic, value added relationships with customers, stakeholders and line management. 3. Demonstrating the curatorial process beyond the walls of the Museum. <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Standard Public Service allowances and conditions for field work. 2. Availability to travel intra- or inter- state, when required. 3. Working outside normal business hours, when required. <p>LOCATION Perth Metropolitan. Currently based in Welshpool.</p>
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Manager Signature: **Date:**/...../.....

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

