

# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Regional Manager	<b>POSITION NUMBER</b> 11525	<b>CLASSIFICATION:</b> Level 6
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<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA	<b>EMPLOYMENT TYPE</b> Permanent, Full Time
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<b>DIRECTORATE</b> Organisational Development	<b>TEAM</b> Museum of the Goldfields (Kalgoorlie)
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<b>POSITION REPORTS TO</b> Director, Organisational Development L8	<b>POSITIONS REPORTING TO THIS POSITION</b> Operations Manager, L5    Supervisor, Visitor Services ATT/S Education Officer, SCL1    Administration Officer, L1
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**PURPOSE OF POSITION**

The Regional Manager leads a team to deliver Museum services including public exhibitions, events and activities for users from within the region and beyond. Collaborates and consults with key community leaders and implements integrated programs, strategies and initiatives which highlight, promote and recognise local, regional and Western Australian history and environment.

The position is responsible for managing the Museum of the Goldfields within a strategic framework. This includes contributing to the development of a WA Museum-wide public programs and exhibitions programs; contributing to policy and strategy development; and management and reporting of financial and human resources.

**CONTEXT**

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.

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## STATEMENT OF DUTIES

### Strategic and Operational Planning

Develops and implements strategic and business plans for the Museum of the Goldfields in line with the WA Museum's overall strategic direction.

Develop creative strategies to implement the plans in conjunction with the Director.

Provide advice and direction regarding the community's expectations and ensure the community is supportive.

### Management and Service Delivery

Ensure the effective development and management of staff including occupational health and safety, equal employment opportunity, performance management, conflict and grievance resolution, training and multi-skilling.

Ensures financial accountability for the Museum through regular monitoring of all functional and operational expenses and acquittal of the same against agreed outcomes.

Reports on Museum outcomes and key performance indicators.

Develops alternative funding including sponsorship and grants in close liaison with the Foundation.

Identify, develop and implement strategic marketing initiatives that position the Museum of the Goldfields as a primary cultural resource facility in the region.

Works with Museum colleagues to ensure effective and optimal delivery of public programs, exhibitions and collections research that supports the aims and objectives of the WA Museum.

Participates and actively contributes to WA Museum wide activities

### Community and Shared Partnerships

Develops strategic partnerships and alliances with non-government bodies, foundations and other agencies

Represents the Museum on key community bodies and develops, coordinates and manages appropriate communications.

### Other

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

### Compliance and Legislative Knowledge

- Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

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## WORK RELATED REQUIREMENTS (SELECTION CRITERIA)

### Essential

#### 1. Role Specific Criteria

Knowledge and experience of Museums including related legislation, values, ethics and professional practices.

#### 2. Shapes and manages strategy

Understands strategic objectives and supports a shared purpose and direction by aligning tasks to these objectives. Monitors priorities and maintains awareness of critical factors and issues. Thinks laterally, is innovative and works collaboratively with others to overcome challenges.

#### 3. Achieve results

Takes responsibility for managing the site and projects to achieve results by monitoring and evaluating progress and adjusting plans as required. Identifies and uses resources wisely. Responds positively to change and remains flexible in determining the necessary course of action.

#### 4. Builds productive relationships

Builds and sustains relationships with a network of key stakeholders, team members and other staff to encourage their engagement and contribution.

#### 5. Exemplifies personal integrity and self-awareness

Demonstrates personal commitment to professionalism, personal development and probity by adhering to public sector values and the Code of Conduct. Engages with risk, constructively challenges issues, and proposes solutions to progress outcomes and finalise work.

#### 6. Communicates and influences effectively

Confidently presents messages in a clear and concise manner. Listens, understands and adapts messages to the audience.

### Desirable

1. Experience in marketing, public programs and/or managing sponsorships and grants.
2. Current C class driving licence.
3. A tertiary qualification in a relevant discipline.
4. Experience in collection management.

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<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>Chief Executive Officer, WA Museum</li> <li>Director Organisational Development.</li> <li>Advisory Committee Members</li> <li>Community Stakeholders</li> <li>Museum Team Members</li> </ol>	<p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>May be eligible for subsidised accommodation under Government Regional Officers' Housing (GROH) Program.</li> <li>Work outside normal business hours and on weekends will be required from time to time.</li> <li>District Allowance</li> </ol>
<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>Delivering Museum services including public exhibitions, events and activities within an environment of budget constraint.</li> <li>Building sustainable relationships with internal, external and community stakeholders. Overcoming barriers associated with managing a site and team that are affected by geographic isolation and distance from Perth</li> </ol>	<p><b>LOCATION</b> Kalgoorlie-Boulder</p> <div style="border: 2px solid black; padding: 10px; text-align: center;"> <p><b>REGISTERED</b></p> <p><b>Western Australian Museum</b></p> <p>INITIALS <i>VChiew</i> DATE 21.5.18</p> </div>

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