HSS Registered

**Museum Curator**
Health Salaried Officers Agreement: Level G5
Position Number: 103933
Museum / Clinical Operations
Royal Perth Hospital / East Metropolitan Health Service

### Reporting Relationships

<table>
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<tr>
<th>Position</th>
<th>Title</th>
<th>Classification</th>
<th>FTE</th>
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<tr>
<td>Service Co-Director</td>
<td>HSO Level G14</td>
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<td>Position Number: 602503</td>
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<tr>
<td>Operations Manager, Clinical Operations</td>
<td>HSO Level G10</td>
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<td>Position Number: 602497</td>
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This Position

**Also reporting to this supervisor:**
- Business and Activity Coordinator HSO G8, 1.0FTE
- Business Analyst HSO G6, 1.0FTE
- Business Support Officer HSO G4, 1.0FTE
- Admin Assistant HSO G3, 1.0FTE

### Key Responsibilities

Responsible for the management of the Royal Perth Hospital (RPH) Museum Collection by the acquisitioning, cataloguing, preserving and the displaying of cultural artefacts.
Brief Summary of Duties (in order of importance)

1. **Management of the Collection**
   1.1 Responsible for the collection and authentication of relevant objects, documents and photographs for placement within the Museum.
   1.2 Co-ordinates the cataloguing, conserving, registering and security of all items held by the Museum.
   1.3 Implements appropriate electronic systems to catalogue the Collection.
   1.4 Responsible for the on-going storage and display of the Collection.
   1.5 Develops and maintains the museum policies and procedures relevant to the Collection.

2. **Research**
   2.1 Co-ordinates research into the history of RPH and its buildings, staff and activities.
   2.2 Documents and preserves the results for future reference.

3. **Promotion**
   3.1 Facilitate and promote the use of the Museum collection as a technical, heritage and cultural resource for the community.
   3.2 Organises tours and public access to the Museum.
   3.3 Liaises with relevant external agencies to promote the Museum.

4. **Management**
   4.1 Provide supervision and training of museum staff and volunteers.
   4.2 Provides regular reports and advice to the Museum Advisory Committee.

5. **EMHS Governance, Safety and Quality Requirements**
   5.1 Participates in the maintenance of a safe work environment.
   5.2 Participates in an annual performance development review.
   5.3 Supports the delivery of safe patient care and the consumers’ experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
   5.4 Completes mandatory training (including safety and quality training) as relevant to role.
   5.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
   5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. **Undertakes other duties as directed**
Work Related Requirements

Essential Selection Criteria
1. Demonstrated experience in managing a large museum or other relevant Collection.
2. Demonstrated ability to undertake research.
3. Demonstrated understanding of museum exhibition development and programs involving members of the public.
4. Well-developed interpersonal and communication skills (verbal and written).
5. Demonstrated ability to work in a team environment.
6. High level computer skills with experience using ‘Windows’ based software applications.

Desirable Selection Criteria
1. Previous experience within a museum or other relevant environment.
2. Possession of or working towards a degree in a relevant academic area.
3. Knowledge of clerical procedures and practices in a healthcare setting.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites
Appointment is subject to:
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification
The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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<tr>
<th>Manager / Supervisor Name</th>
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<tr>
<td>Department / Division Head Name</td>
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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HSS Registration Details (to be completed by HSS)
Created on ___________________________ Last Updated on ___________________________ September 2018