



JOB DESCRIPTION FORM

JOB TITLE: Operations Manager	POSITION NUMBER 13160	CLASSIFICATION: Level 5
AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Permanent, Part-Time	
DIRECTORATE Regional Development	TEAM Museum of the Goldfields	
POSITION REPORTS TO Regional Manager, L6	POSITIONS REPORTING TO THIS POSITION Supervisor	
<p>PURPOSE OF POSITION</p> <p>Under the limited direction of the Regional Manager, this position:</p> <ul style="list-style-type: none"> • Provides leadership and direction through applying and monitoring human and physical resources to the site's daily operations. • Develops and maintains operational networks through effective liaison with visitors, stakeholders, community and special interest groups and promotes community support for the organisation's goals and strategies. • Supports the site's visitor oriented experiences including programs, events, outreach, marketing and online services. <p>Individuals undertake their duties within the Department's Code of Conduct, policies and procedures, and relevant Government legislation.</p>		
<p>CONTEXT</p> <p>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.</p> <p>The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.</p>		

JOB DESCRIPTION FORM

JOB TITLE: Operations Manager	POSITION NUMBER 13160	CLASSIFICATION: Level 5
---	---------------------------------	-----------------------------------

<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Manage the daily Visitor Services operations of the site through effective leadership, resource management, planning and evaluation. 2. Manage the site buildings, including understanding the impact of exhibition and building maintenance scheduling on the site's daily visitor operations and services in liaison with the Regional Manager and Facilities Manager. 3. Ensure the security of the WA Museum's collections on site and observe WA Museum Conservation standards for collections care. 4. Contribute to the site's visitor oriented experiences including exhibitions, public and education programs, events, outreach, marketing and online services. 5. Represent the Western Australian Museum in regional forums including visitor, museum or heritage services. 6. Act as Regional Manager when the Regional Manager is on leave or absent from the venue. 7. Assist with the development of the Site's operational plans, projects and associated budgets. 8. Other duties as required with respect to the skills, knowledge and abilities of the employee. 9. Work outside normal business hours and on weekends is required. Some intra-state travel is required. <p>Other duties as required with respect to the scope of the position.</p>	<p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> • 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.
--	--

JOB DESCRIPTION FORM

JOB TITLE: Operations Manager	POSITION NUMBER 13160	CLASSIFICATION: Level 5
---	---------------------------------	-----------------------------------

<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>These work related requirements are performed under the limited direction of the Regional Manager.</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Demonstrated experience in a museum, gallery, cultural heritage, arts or tourism environment and a sound understanding of the role of museums in the community. 2. Demonstrated experience in effective team management and the capacity to lead and work with a small and creative team. 3. Demonstrated interpersonal skills including the ability to communicate with staff, government agencies, community groups and other organisations. 4. Ability to manage conflicting priorities, work under tight timelines and resolve challenges to meet organisational outcomes. 5. Ability to plan, develop and implement visitor oriented programming such as exhibitions or events. 6. Ability to apply the principles of risk management, occupational safety and health, and equity and diversity principles and practices in the context of this position. <p>Desirable</p> <ol style="list-style-type: none"> 1 Experience in working with youth, people with disabilities, and the ability to interact sensitively with indigenous people and diverse cultural groups. 2 Qualifications in museum or arts management, business development, or tourism management. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Visitor Services Officers. 2. Community and tourism visitors. 3. Learning Team. 4. Community networks and program partner groups. <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1 Assist in the effective delivery of site key performance indicators within budget and resources allocation. 2 Manage priorities for Visitor Services team with consideration for other site and organisational priorities. <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Work outside normal business hours and on weekends is required. 2. Some intra-state travel is required. 3. State allowances and conditions applicable – District Allowance. 4. A current National Police Certificate will be required prior to commencement of employment. <p>LOCATION</p> <p>Kalgoorlie</p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>REGISTERED</p> <p>Western Australian Museum</p> <p>INITIALS: SJM DATE: 5.03.2019</p> </div>
--	---

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