

# JOB DESCRIPTION FORM

|   |   |   |
|---|---|---|
| <b>JOB TITLE:</b><br>Head of Department Aquatic Zoology   | <b>POSITION NUMBER</b><br>14426   | <b>CLASSIFICATION:</b><br>Specified Calling Level 3 |
| <b>AWARD</b><br>Public Service Award 1992 / PSGO CSA GA   | <b>EMPLOYMENT TYPE</b><br>Permanent, Full Time  |   |
| <b>DIRECTORATE</b><br>Collections and Research  | <b>TEAM</b><br>Aquatic Zoology  |   |
| <b>POSITION REPORTS TO</b><br>Head of Science, L7   | <b>POSITIONS REPORTING TO THIS POSITION</b><br>Aquatic Zoology Curator (Fishes), SCL2<br>Aquatic Zoology Curator (Molluscs), SCL2<br>Aquatic Zoology Curator (Crustacea and Worms), SCL2<br>Senior Project Officer, L6<br>Technical Officer, L3 |   |
| <b>PURPOSE OF POSITION</b><br>The position has responsibility for collection development and management, and, research and education functions pertaining to designated groups or fields within the Department of Aquatic Zoology. The position is expected to promote electronic delivery of information regarding the environment and the systematics of Aquatic Zoology collections.<br>The position is also responsible for delivering the content, concepts and objects for exhibitions.   |   |   |
| <b>CONTEXT</b><br>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.<br><br>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. |   |   |

# JOB DESCRIPTION FORM

|   |                                 |   |
|---|---------------------------------|---|
| <b>JOB TITLE:</b><br>Head of Department Aquatic Zoology | <b>POSITION NUMBER</b><br>14426 | <b>CLASSIFICATION:</b><br>Specified Calling Level 3 |
|---|---------------------------------|---|

|  |  |
|--|--|
| <p><b>STATEMENT OF DUTIES</b></p> <p><b>1 Head of Department</b></p> <ul style="list-style-type: none"> <li>Administers and coordinates use of shared resources (staff, equipment and funds) and collaborative activities of the Department.</li> <li>Provides financial information and reports for administrative and other purposes required by the Head of Science and the Director.</li> <li>Liaises with the Head of Science on all strategic and operational matters pertaining to the Department.</li> <li>Represents the Department at meetings, forums, on committees etc., as required by the Head of Science.</li> <li>Deputise for Head of Science on an <i>ad hoc</i> basis as required.</li> </ul> <p><b>2 Collections Development And Management</b></p> <ul style="list-style-type: none"> <li>Advise the Head of Science on formulation of collecting policies, and the status of designated collections.</li> <li>Ensures security, preservation, documentation and accessibility of designated collections conform to established standards and policy requirements.</li> <li>Develops designated collections in accordance with collecting policies.</li> <li>Provides strategic advice on Departmental collecting and collections management policies.</li> </ul> <p><b>3 Research and Education</b></p> <ul style="list-style-type: none"> <li>Conducts original research on projects approved by the Head of Science and disseminates the results and information in various media to a variety of audiences.</li> <li>Maintains awareness of current literature and developments in field of expertise.</li> <li>Contributes strategically to the research of the Department and the Research and Collections Directorate.</li> </ul> | <ul style="list-style-type: none"> <li>Co-supervision of Honours and Post-graduate students at local Universities.</li> </ul> <p><b>4 Public programs and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Provides strategic advice regarding material and information for exhibitions and plays a significant role in their development.</li> <li>Produces publications for a variety of media including for general readership.</li> <li>Provides high level strategic input to the Museum's public and formal education programs.</li> <li>Communicates results of work to the wider community by way of talks, seminars, lectures etc.</li> <li>Answers public enquiries and participates in public programs and events.</li> <li>Maintains an active involvement with the scientific and general community.</li> <li>Provides advice to visiting scientists regarding collections and fieldwork.</li> <li>Works as part of a multi-disciplinary team to develop thematic concepts and exhibition ideas.</li> </ul> <p>Other duties as required with respect to the scope of the position.</p> <p><b>Compliance and Legislative Knowledge</b></p> <ul style="list-style-type: none"> <li>Comply with DLGSC's Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul> |
|--|--|

# JOB DESCRIPTION FORM

|   |                                 |   |
|---|---------------------------------|---|
| <b>JOB TITLE:</b><br>Head of Department Aquatic Zoology | <b>POSITION NUMBER</b><br>14426 | <b>CLASSIFICATION:</b><br>Specified Calling Level 3 |
|---|---------------------------------|---|

|  |  |  |
|--|--|--|
| <p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. A bachelor degree or higher level qualification in relevant field.</li> <li>2. Demonstrated expertise in the systematics of at least one major group and knowledge of modern systematic tools and techniques.</li> <li>3. Demonstrated significant scientific research that complements the strategic directions of the organisation.</li> <li>4. Demonstrated extensive knowledge of contemporary museum exhibition development and collection management principles, practices and interpretation of collections.</li> <li>5. Excellent demonstrated ability to communicate research results to the public through popular publications and exhibition and educational programs.</li> <li>6. Highly developed communication, interpersonal and negotiating skills including the ability to present information to a wide variety of audiences.</li> <li>7. Proven ability to work in a team environment and liaise and negotiate with external clients and with government agencies.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Post graduate qualification in relevant field.</li> <li>2. Ability to attract research grant and collection funding.</li> </ol> | <p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Head of Science.</li> <li>2. Director of Collections and Research.</li> <li>3. Staff within team.</li> <li>4. Public inquiries.</li> </ol>  |  |
|  | <p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Curation and management of the substantial and various departmental collections.</li> <li>2. Managing technical and other professional staff.</li> <li>3. Meeting project reporting milestones and deadlines.</li> <li>4. Communicating results of research to scientific and general communities.</li> </ol> |  |
|  | <p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Australian citizenship or permanent resident.</li> <li>2. "C" Class Drivers Licence.</li> <li>3. Scientific diving qualifications.</li> <li>4. Ability to undertake fieldwork away from Perth.</li> <li>5. National Police clearance certificate.</li> <li>6. Senior First Aid certificate</li> </ol>     |  |
| <p><b>LOCATION</b></p> <p>Welshpool</p>  |  | <p><b>REGISTERED</b></p> <p><b>Western Australian Museum</b></p> <p>INITIALS: SJM    DATE: 6.03.2019</p> |

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