



WESTERN
AUSTRALIAN
MUSEUM

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

WESTERN AUSTRALIAN MUSEUM

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world

VALUES

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable

ABOUT THE MUSEUM

The Western Australian Museum is home to the State’s scientific and cultural collection, which it makes accessible to the community through research, exhibitions and public programs. It provides opportunities for all West Australians to express their sense of being, celebrate their cultural heritage and identity, and embrace their shared existence. It is a place where people can share stories and experiences. It adheres to principles of mutual understanding and natural justice. The Museum’s exploration, research and interpretive work in the sciences and humanities is world leading.

The Museum currently has six public sites: WA Maritime Museum, WA Shipwrecks Museum, Museum of Geraldton, Museum of the Goldfields, and Museum of the Great Southern. The Perth site is temporarily closed while we build the New Museum for WA.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). 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.

DETAILS

Position Title

Policy and Project Officer

Position Number

14464

Classification Level

Level 5

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Organisational Development

Branch/Team

Strategy and Performance

Physical Location

Perth

Effective Date

13 May 2019

Employment Type

Fixed Term, Full Time



REPORTING RELATIONSHIPS

Position reports to

Manager Strategy and Performance, L7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Responsible for the development, review and implementation of policy and procedures, and undertakes governance and compliance management and reporting.

STATEMENT OF DUTIES

1. Undertakes the research, analysis, and evaluation of organisational policies and procedures in order to action periodic and timely policy review, as well as the development of new policy, as required.
2. Conducts stakeholder consultation within the organisation, and externally, as required, to contribute to the review, evaluation, and development of organisational policy.
3. Evaluates research and/or project findings, prepares reports and briefing papers, makes recommendations and/or presents options and best outcomes.
4. Establishes and maintains effective communication channels with project teams, internal and external stakeholders, including negotiating and implementing change where required.
5. Researches and reports on trends, including the organisation's operating and legislative context, and their implications in relation to the achievement of the Museum's overall objectives and future requirements.
6. Provides support for the timely collation and review of Board and Committee agenda papers, as required.
7. Undertakes the coordination of drafting of annual reporting requirements as required.
8. Undertakes other duties as directed having regard for the skills, knowledge and abilities of the employee.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Ability to review and develop policy and procedures and to then implement and evaluate change.
2. High level verbal and written communication skills including strong interpersonal, stakeholder liaison and report writing skills.
3. Well-developed planning, organisational and project management skills with the ability to meet specified timeframes.
4. Well-developed conceptual, analytical and evaluation skills with the ability to provide advice and interpretation on a wide range of issues.
5. Ability to understand the Museum's operating context within the cultural and government sector, including relevant legislative and policy requirements.

Desirable

1. Experience in and understanding of policy review and development or operations within the cultural sector.
2. A tertiary qualification in a relevant field.

KEY RELATIONSHIPS/INTERACTIONS

1. WA Museum Directors and Managers.
2. WA Museum Board and Committees.

KEY CHALLENGES

1. Ability to work with a wide range of internal stakeholders across multiple sites.

SPECIAL CONDITIONS

Nil.

Appointment is subject to:

1. Eligibility to Work in Australia.
2. Insert details.

Training:

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.

REGISTERED

Western Australian Museum

INITIALS: SJM DATE: 13.05.2019