

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**

Technical Officer (Terrestrial Zoology)

Position Number

11185

Classification Level

Level 3

Award/Agreement

Public Sector CSA Agreement 2019

Directorate

Collections and Research

Branch/Team

Terrestrial Zoology

Physical Location

Welshpool, Western Australia

Effective Date

06/06/2019

Employment Type

Permanent, Full Time

REPORTING RELATIONSHIPS

Position reports to

11181, Curator, Herpetology

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

This position undertakes a range of activities associated with the development, management and use of the Museum's Terrestrial Zoology collections, with a focus on the herpetology (reptiles and frogs), mammal and bird collections. The Technical Officer (Terrestrial Zoology) is expected to maintain the collections, manage databases, accession specimens, work with visitors, manage loans of specimens and undertake routine work associated with the collections, including proper care of wet and dry specimens, in consultation with relevant Curators.

The Technical Officer will liaise with internal (New Museum, Media, Education, E&D) and external (visiting researchers, other State and Commonwealth government departments, industry partners) stakeholders. The Technical Officer is expected to organise equipment and supplies for the lab and field work, overseeing the packing and transport of specimens and ensuring occupational health and safety requirements are adhered to.

Conducting and assisting Curators with scientific projects is also required, thus the position requires relevant taxonomic and technical knowledge in Terrestrial Zoology, with an emphasis on herpetology and other vertebrates.

STATEMENT OF DUTIES

Collections Development and Management.

1. Undertakes routine curatorial work in preparation, preservation, documentation, identification and registration of specimens including collection management.
2. Carries out maintenance of the collection and associated records, keeps specimens in systematic order; retrieves and returns specimens from the collection.
3. Prepares specimen loans and loan reminders in accordance with CITES and Dangerous Goods Legislation.
4. Maintains and updates type material records and specimens.
5. Processes returned loans, liaises directly with national and international institutions regarding loans.
6. Maintains electronic collection database and is responsible for the maintenance and updating of records; carries out database searches as required.
7. Contributes to the development of collections policies.
8. Orders equipment, stores and chemicals as required for collection management.

Research.

9. Organises the logistics of fieldwork, including permissions, equipment, liaison with external agencies, accommodation, transportation of specimens and equipment ensuring local community requirements are met.

10. Participates in field collecting expeditions to develop collections in accordance with Departmental Collecting Policy and objectives.
11. Assists with research and co-authors publication of scientific reports, papers, popular science works and presentations, as required.
12. Supervises and works with volunteers, visiting researchers, students and Research Associates.

Public Programs.

13. Assists with the preparation of exhibitions, educational and interpretive programs.
14. Provides display material and specimen information as required.
15. Assists in routine public enquiries referring difficult queries to the relevant curator and participates in special public events.
16. Works as a part of a multidisciplinary team to develop thematic concepts and exhibition ideas exhibitions.

Other.

17. Maintains a safe and healthy work environment; investigates or advises of potential hazards to OH&S committee; or to make improvements to remove hazards.

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. A higher education qualification or a substantial level of relevant experience, in a relevant discipline.
2. Demonstrated knowledge and experience in museum collection management practices.
3. Demonstrated effective workplace communication skills.
4. Experience in laboratory and field work, including GPS systems.
5. Demonstrated knowledge and experience of electronic storage and retrieval systems.

Desirable

1. Identification skills for reptiles, frogs, mammals and birds.
2. Good working knowledge of relevant software including Word, Access and Photoshop.
3. Experience in undertaking fieldwork.

KEY RELATIONSHIPS/INTERACTIONS

Curator, Herpetology

KEY CHALLENGES

Ability to work in a team environment.

SPECIAL CONDITIONS

Appointment is subject to:

1. Eligibility to Work in Australia.
2. "C" Class Drivers Licence.
3. A current (within 6 months) National Police Clearance certificate is required.

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.
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REGISTERED

Western Australian Museum

INITIALS: TSS DATE: 21.11.2019