

## DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

**WESTERN AUSTRALIAN MUSEUM**  
**JOB DESCRIPTION FORM****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 runs seven public sites: WA Maritime Museum, WA Shipwrecks Museum, Museum of Geraldton, Museum of the Goldfields, Museum of the Great Southern and Gwoonwardu Mia in Carnarvon. 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**

Coordinator Collections Management

**Position Number**

14674

**Classification Level**

Level 6

**Award/Agreement**

PSA 1992 / PSCSAA 2019

**Directorate**

Collections and Research

**Branch/Team**

Collections Management

**Physical Location**

Welshpool

**Effective Date**

1 July 2020

## REPORTING RELATIONSHIPS

---

### Position reports to

13574 Head of Collections Management and Conservation, Level 7

### Positions reporting to this position

11948 Registration Officer, L3  
(TBD) Technical and Digital Officer, L3  
(TBD) Exhibitions Loans Registrar, L3

## PURPOSE OF THE POSITION

---

Lead initiatives aimed at improving the coverage, accuracy and accessibility of the museum's digital collection databases including through ongoing digitisation of collection records and enhancement of existing database platforms.

## STATEMENT OF DUTIES

---

### 1. Project Management

- Ensure Museum objectives and outcomes are prioritised to achieve Museum Project plans.
- Produce project briefs and progress reports, in line with short and long-term project plans.
- Develop and implement existing and new collections related policies.
- Deliver outcomes to project deadlines, often within tight timeframes, conflicting stakeholder priorities, limited resources and budget.
- Manage the planning and coordination of several complex collection related activities involving consultation with internal and external stakeholders in line with relevant policies (e.g. WAM Collection Policy), standards and legislation.
- Proactively resolve problems and anticipate barriers to outcomes through risk assessment; identify and implement and evaluate contingency plans and innovative solutions.

### 2. Collections Management

- Support curatorial and public programming areas of the museum in collections documentation/registration/digitisation/loans related activities.
- Collections Management & Information Systems; ensure the on-going integrity of collections management systems and databases, and lead the development, take up and use of these systems, including development of relevant policy.

Monitor metadata standards including descriptive vocabularies focusing on improving search-ability and findability of museum data.

### 3. People Management

- Develop and implement a prioritised plan for staff aimed at strategically enhancing the Museum's information on key collections
- Supervise reporting staff to perform effective and efficiently cataloguing, indexing, describing and digitising the Museum's collections, Ensure effective communication and collaboration between collections management staff and reporting staff.
- Coach and mentor team members as appropriate, and identify and respond promptly to any training and development needs.

- Manage performance issues with integrity, and in a timely manner.
- Other duties as required with respect to 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. Significant experience in database and online resource development in the context of a collecting institution, including knowledge of international metadata standards.
2. Substantial knowledge and understanding of museum operations including collection registration and inventory control, collection loans and collection valuation procedures and relevant legislative requirements and policies.
3. Experience in supporting other staff and stakeholders in an IT related field such as database management.
4. Highly developed project management skills, including proven ability to set priorities, manage multiple projects; conflicting timelines limited resources and budget.
5. High level communication and interpersonal skills with the ability to develop relationships coordinate and influence a number of stakeholders.
6. Demonstrated leadership and staff management experience including delegating responsibility.

### Desirable

1. A degree in information technology or other field relevant to the role.

## KEY RELATIONSHIPS/INTERACTIONS

---

1. *Maintain an effective network of relationships with key portfolio organisations and others in the collections information management field.*
2. *Maintain relationships with allied internal and external colleagues especially those involved with collection access and data management.*
3. *Work closely with internal stakeholders to ensure buy-in with new system and processes.*

## KEY CHALLENGES

1. *Communication and prioritisation of Museum objectives in an operational focused environment.*
2. *Managing complex data management activities related to museum projects while working with curatorial, public programming and other stakeholders as required.*

## SPECIAL CONDITIONS

---

*A current (within 6 months) National Police Clearance Certificate will be required prior to commencement of employment, as per the Department of Culture and the Arts Police Record Screening Policy.*

### **Appointment is subject to:**

1. Eligibility to Work in Australia.

### **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: BFC    DATE: 17.04.2020