



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

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.

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and 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



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Director Regions

Position Number

14781

Classification Level

Level 8

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Executive

Branch/Team

Regions

Physical Location

Perth

REPORTING RELATIONSHIPS

Position reports to

Chief Executive Officer

Positions reporting to this position

Regional Manager, Level 6 x 4 FTE

Project Officer, Level 4 x 2.6 FTE

Administration Assistant, Level 2 x 0.8 FTE

PURPOSE OF THE POSITION

To lead and manage the Regional Museum teams and provide professional advice and support, as required, to build regional capability and responsiveness in the planning, development, delivery and management of regional museum services and of WA Museum sites.

To lead delivery of the Museum's regional strategy and contribute to regional initiatives and projects; including the integration of planning, delivery, risk management and stakeholder engagement

To lead and manage the WA Museum's offsite activation team, evaluating ongoing project and partnership performance, and providing professional advice and support to achieve mutually beneficial outcomes.



STATEMENT OF DUTIES

Strategic

1. Provide authoritative and strategic advice to the CEO and Board in relation to all aspects of WA Museum's regional operations, including facilities and strategic projects, and the WA Museum's State-wide offsite activation program.
2. Plan and manage strategic regional projects.
3. Understand, monitor and interpret business changes to the Museum's environment, particularly in the regions, that may impact on its strategic direction.
4. Develop strategies to ensure the WA Museum's regional sites function effectively and deliver quality outcomes for the public.
5. Develop strategies to engage with new and diverse audiences through offsite activation, with a view to increasing use of, and visitation to, WA Museum sites, collections, on-line digital content, and other facilities and services.

Management

6. Be accountable for the directorate's human, financial, physical and information resources to ensure they are available, effective and are deployed to deliver the WA Museum's offsite and regional strategic aims and objectives, and to achieve key performance indicator targets.
7. Lead the development of business and operational planning and processes, providing support and advice where required.
8. Drive visitation to the WA Museum's regional sites, through programming and activation.
9. Direct and implement strategic development and change through effective planning and realistic timeframes of project implementation.

Leadership

10. The post holder will lead:
 - A directorate consisting of multiple Museum sites that work cooperatively and collaboratively with other directorates and stakeholders to deliver strategic objectives; and a busy State-wide program of offsite activation.
 - The development of a workplace culture that promotes the WA Museum's values, with other EMT members.
 - Regional capability-building and responsiveness in the planning, development, delivery and management of regional services and sites.



- Offsite activation performance and partnerships, identifying success factors and implementing continuous improvement processes.
- Strategies for improving the WA Museum's physical and online accessibility in the regions.

Stakeholder

11. Represents the agency at Executive level in relevant external forums, working groups and committees to advance the agency's objectives and achieve organisational results, with a focus on, but not exclusively in, the WA regions.
12. Fosters strong and effective regional and local networks and partnerships that build the Museum's profile and impact.

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
- Meet Work Health Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Substantial experience working with a wide range of audiences in a museum, gallery, cultural heritage, arts or tourism environment, with a sound understanding of the potential role of museum's in the regional community.
2. Demonstrated experience of leading and managing staff, risk, financial and physical resources, to achieve outcomes.
3. Substantial experience in leadership and management of projects, programs and services including planning, developing and implementing with proven ability to prioritise and meet deadlines.
4. Demonstrated ability to work with and contribute to multi-disciplinary teams developing projects in a museum (or similar) environment.



5. Demonstrated success in managing stakeholder relationships with a diverse range of regional stakeholders.
6. High-level communication skills with experience in sourcing, synthesising and organising information for delivery through multiple types of media.

Desirable

7. A tertiary qualification in a relevant discipline

KEY RELATIONSHIPS/INTERACTIONS

CEO and Executive Management Team of the WA Museum; staff in direct report roles; senior managers of the WA Museum; Museum Board of Trustees; senior officers from the Department of Local Government Sport and Cultural Industries, statutory authorities and other agencies, and regional and local governments; Advisory Committee Members; a wide range of other external stakeholders from private and non-government sectors.

KEY CHALLENGES

1. Delivering Museum services including public events and programs within an environment of budget constraint.
2. Building sustainable relationships with internal, external and community stakeholders.
3. Overcoming barriers associated with managing regional sites and teams that are affected by geographic isolation and distance from Perth.

SPECIAL CONDITIONS

4. A current National Police Clearance Certificate is required.
5. Employees may be required to work on weekends, evenings and public holidays.

Appointment is subject to:

1. Eligibility to work in Australia
2. A current National Police Certificate will be required prior to commencement of employment.
3. A current C Class drivers licence

Training:



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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 DLGSC Accountability and Ethical Decision Making training within six months of appointment.

REGISTERED

**Western Australian
Museum**

INITIALS: BFC DATE: 23.07.2020