



## About the Western Australian Museum

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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

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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

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

### Values

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- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



**WESTERN  
AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **Details**

**Position Title**

Technical Officer

**Position Number**

11829

**Classification Level**

Level 2

**Award/Agreement**

Public Services Award 1992 / PSCA 2019

**Directorate**

Collections and Research

**Branch/Team**

Molecular Systematics Unit

**Physical Location**

Welshpool

### **Reporting Relationships**

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**Position reports to**

Manager, Molecular Systematics Unit,  
Specific Calling L2

**Positions reporting to this position**

- Nil

### **Purpose of the position**

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To support collections activities associated with the NCB Gorgon project.

### **Statement of duties**

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1. Carries out the preservation, preparation, documentation and registration of specimens. Keeps accurate records relating to these collections.
2. Carries out technical maintenance of the collections and associated records; keeps specimens in systematic order; returns and retrieves specimens from the collections.
3. Assists with loan tracking; liaises directly with national and international institutions and maintains loan records.
4. Liaises with museum staff to obtain database searches.
5. Takes photographs as required.



6. Records, collates and analyses data on behalf of supervisor.
7. Undertakes operation of databases and word processing.
8. Assists staff in the preparation of educational and/or display material as required.
9. Participates in interdisciplinary team projects as directed.

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

### **Compliance and legislative knowledge**

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- 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**

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#### **Essential**

1. Degree or Diploma in a relevant discipline or an approved equivalent qualification acceptable to the Museum.
2. Demonstrated experience in providing technical support involving a range of specialised skills in a scientific institution.
3. Demonstrated ability to work to a high level of accuracy under immediate to general direction.
4. Demonstrated high level of communication skills.
5. Proven ability to work in a team environment.
6. Understanding of the principles of EEO and OH&S and their application in the workplace.

#### **Desirable**

1. Knowledge of the marine and/or terrestrial fauna of Western Australia.



2. Knowledge of museum practices, particularly collections management.
3. Experience in working with databases.
4. Experience in web content development.

### **Key relationships/interactions**

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1. Manager, Molecular Systematics Unit.
2. Senior Curator, NCB Project Manager
3. Other project team members

### **Key challenges**

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1. Meeting project reporting milestones and timelines.
2. Operating within a large team.
3. Effective daily dialogue within the project team.

### **Special conditions**

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1. A current (within 6 months) National Police Clearance Certificate.

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

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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.