



## 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
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



## DETAILS

---

**Position Title**

Welshpool Site Manager

**Position Number**

11121

**Classification Level**

Level 5

**Award/Agreement**

PSA 1992 / PSGOGA 2014

**Directorate**

Collections and Research

**Branch/Team**

Welshpool Site Operations

**Physical Location**

Welshpool

**Effective Date**

28/08/2020

## REPORTING RELATIONSHIPS

---

**Position reports to**

Executive Director Collections and  
Research (SCL6)

**Positions reporting to this position**

- Reception/Administrative Assistant (L1)  
x 2

## PURPOSE OF THE POSITION

---

Managing building services, site security and site operations at the Welshpool site, and assist with security management for the Museum's regional sites.

## STATEMENT OF DUTIES

---

1. Provides management for the Collection and Research Centre facilities, staffing accommodation and equipment, including associated property services such as cleaning, pest management, grounds and equipment maintenance and security.
2. Provide advice to Executive Director and staff concerning facility related matters.
3. Manage and report on Building Services budget
4. Develop tender documentation for property services, monitor the execution of services under tender agreements and manage property services contractors on site.
5. Develops and manages physical and electronic fire, emergency and security systems for the Welshpool site and assists with the management of electronic security systems for the Museum's Fremantle and regional facilities.



6. Develop and implement policies, procedures and training to ensure that the Museum continues to maintain best practice and legislative compliance with regard to dangerous goods storage, fire safety, emergency response and other workplace safety issues as applied to the Welshpool site.

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. Extensive experience in developing and managing buildings and facilities, including security, fire and emergency management.
2. Demonstrated capacity to develop and implement initiatives aimed at maintaining and improving occupational health and safety on a site wide basis.
3. Demonstrated ability to negotiate and develop contracts, procedures and operational plans.
4. Strong interpersonal skills including demonstrated effective communication (written and verbal) and ability to manage internal staff and external contractors.
5. Knowledge of asset management, purchasing, and supply principles.
6. Thorough understanding of the principles of equal opportunity and diversity, and ability to participate in a work environment that encourages mutual understanding and respect of all employees and clients.

#### **Desirable**

7. Experience in working in a museum, gallery or cultural heritage facility.



**WESTERN  
AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

8. Experience in the implementation of safe procedures for storing and handling dangerous goods and/or chemicals.

### **KEY RELATIONSHIPS/INTERACTIONS**

---

1. DLGSC – Central Asset Management team
2. Curatorial and other Museum staff
3. Contractors

### **KEY CHALLENGES**

---

1. Assist in the effective delivery of Asset Management under a centralised model.
2. Manage the priorities of the organisation with consideration of limited budget and resources.
3. Managing multiple stakeholders and competing priorities.

### **SPECIAL CONDITIONS**

---

Work outside normal business hours and weekends is required. New appointees will be required to submit a current (within 6 months) National Police Clearance Certificate.

### **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.