



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

ATSI Project Officer

Position Number

13697

Classification Level

3

Award/Agreement

Public Services Award 1992/PS CSA A 2019

Directorate

Office of the CEO

Branch/Team

Aboriginal and Torres Strait Islander
Interests

Physical Location

Perth CBD

Effective Date

TBD

REPORTING RELATIONSHIPS

Position reports to

Senior Aboriginal and Torres Strait
Islander Advisor, Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Provide project and administrative support to the WA Museum and the Senior Aboriginal and Torres Strait Islander Advisor.

STATEMENT OF DUTIES

Project Support

1. Work across the WA Museum, including Regional sites, assisting with project deliverables.
2. Work with various teams to assist in the development of programs and content with an ATSI focus.
3. Provide project support, preparing correspondence, reports and other project relevant documents.
4. Assist in the delivery and reporting of the Museums RAPs.

Team Collaboration and Administration

1. Work within the culture and arts sector and with external stakeholders to deliver the desired outcomes of the Museum.



2. Work well with other teams to provide support on ATSI matters.
3. Provide reports/written information as required
4. Provide support for the day to day activities of the ATSI team and the directorate and performs general administrative tasks.

Other Duties

1. Perform other duties as required with respect to the skills, knowledge and abilities of the employee
2. Perform other duties as required to meet business needs

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. Aboriginality is a genuine occupational requirement and is authorised under Section 50d of the Equal Opportunity Act 1994.
2. Ability to engage with and build strong working relationships with a diverse range of people and communities.
3. Demonstrated organisational and planning skills with the ability to manage competing priorities.
4. Demonstrated good written and verbal communication skills.
5. Demonstrated research, analytical and problem-solving skills.

KEY RELATIONSHIPS/INTERACTIONS

1. Senior ATSI Advisor
2. WA Museum Aboriginal Advisory Committee
3. Broad cross-section of stakeholders in relation to specific projects.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

KEY CHALLENGES

Maintaining consistency of processes & tools.

SPECIAL CONDITIONS

May be required to work at different locations within the metropolitan area.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. a current (within 6 months) National Police Clearance Certificate

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.