



**WESTERN  
AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **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.



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### **DETAILS**

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**Position Title**

Human Resources Officer

**Position Number**

13106

**Classification Level**

Level 3

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Corporate and Strategy

**Branch/Team**

Human Resources

**Physical Location**

Perth

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Manager Human Resources

**Positions reporting to this position**

- Nil

### **PURPOSE OF THE POSITION**

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Provides a high quality customer focused advisory and information service in a range of human resource activities including recruitment, selection, establishment classification and special projects for the WA Museum.

### **STATEMENT OF DUTIES**

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**Strategic Human Resource Management**

- Actively contributes to the development, implementation and review of operational HR policies, procedures and guidelines.

**Operational Human Resource Management**

- Provides support in various human resource activities and may be directed to provide assistance in one or more of the following areas:
  - Workforce planning
  - Reporting and analysis
  - Learning and development
  - Equity and diversity
  - Organisational design

- Job analysis and preparation of position descriptions
- Recruitment and selection
- Redeployment and career transition
- Classification determination
- Employee relations
- Human resource process development
- Coordinates and monitors the commencement process with the quality assurance of forms provided to payroll.

### **Consultancy and advisory services**

- Provides consultancy and advice to staff on a broad range of human resource issues, consistent with award conditions, public sector standards, policies, procedures and legislation.
- Operates as an in-house recruitment consultant, developing advertising and assessment strategies and providing advice and administrative support to selection panels and managers.
- Participates in working groups, committees and other forums where an HR impact is anticipated.
- Maintains up-to-date knowledge of government legislation and HR practices.

### **Project management support**

- Assists the HR team in planning, development and implementation of projects that contribute towards the achievement of strategic and business objectives.

### **General**

- Actively collaborates with, and supports, the team in order to achieve team and organisational objectives.
- Undertakes other duties as required.
- Provides administrative and business support within the HR area as required.

### **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. Role Specific

Demonstrated experience providing customer service and support in a human resource environment, with a working knowledge of consultancy and employment services.

#### 2. Shapes and Manages Strategy

Ability to research, analyse and make evidence-based recommendations.

#### 3. Achieves Results

Sound organisational and prioritising skills with the ability to see tasks and key deliverables through to completion deadlines.

#### 4. Builds Productive Relationships

- Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
- Ability to work autonomously and as part of a team.

#### 5. Exemplifies Personal Integrity and Self-awareness

- Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.
- Ability to understand and operate within the mission, vision and values of the Department.

#### 6. Communicates and Influences Effectively

Well developed communication and interpersonal skills, including the ability to adapt messages to suit the intended audience.

### Desirable

1. Possession of or progress towards tertiary qualifications in Human Resource management or related field.

## KEY RELATIONSHIPS/INTERACTIONS

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Manager Human Resources, Human Resources Consultant, Leadership Team, Managers and Staff and other Government Agencies.



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### **KEY CHALLENGES**

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Building strategic, value adding relationships with customers, stakeholders and line management, aligning HR priorities with business needs and improving the capacity of HR to deliver high quality services.

### **SPECIAL CONDITIONS**

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a current (within 6 months) National Police Clearance Certificate

### **APPOINTMENT IS SUBJECT TO**

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1. Eligibility to Work in Australia.

### **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 Department's Accountability and Ethical Decision Making training within six months of appointment.