



## **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**

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**Position Title**

Administrative Assistant

**Position Number**

Generic

**Classification Level**

Level 2

**Award/Agreement**

Public Service Award 1992 / PSCA 2019

### **PURPOSE OF THE POSITION**

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Provides confidential secretarial and administrative support to the WA Museum.

### **STATEMENT OF DUTIES**

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**Secretarial**

1. Assist in managing the schedule, diary and electronic contacts of line..
2. Takes and directs telephone calls. Answers enquiries competently and efficiently including professional stakeholder liaison on behalf of the Manager. Receives visitors and provides tea/coffee.
3. Arranges meetings with internal and external stakeholders including the preparation of agenda, set up of meeting rooms/teleconference, and taking minutes where required.
4. Arranges itinerary, travel, visas, and accommodation.
5. Assists with the preparation of Board papers and documentation for other meetings.
6. Maintains confidential files and correspondence.
7. Types letters, proof reads and tracks correspondence.
8. Maintains tidiness of the office.

**Administrative**

9. Provides day-to-day support as required.
10. Performs research on requests/enquiries and analysis of documents; and coordinates information, as required.
11. Database management.
12. General administrative support including quality word processing, as well as, basic financial and human resources processes.
13. Prepares PowerPoint presentations.
14. Undertakes general records and file management utilising the Museums' electronic information management system (e.g. TRIM).
15. Collects and distributes mail daily.

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**

- Ability to work both independently and as part of a team.
- Demonstrated high level secretarial skills including quality word processing and concise minute taking.
- Demonstrated high level computer skills including electronic diary management, excel, PowerPoint and database operations.
- Demonstrated knowledge of standard office procedures, including records management, basic financial and human resources processes.
- Demonstrated high level verbal and written communication and interpersonal skills.
- Demonstrated experience in organisational and coordination skills with the ability to meet work priorities.

### **Desirable**

- Knowledge of government procedures including preparation of Ministerial correspondence.
- Knowledge and experience of TRIM records management system.

## **KEY RELATIONSHIPS/INTERACTIONS**

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*Executive management team and senior officers across the Museum, Senior staff across the portfolio, External stakeholders.*

## **KEY CHALLENGES**

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*Critical thinking, problem solving, flexibility, initiative, and adaptability to accommodate evolving priorities and opportunities. Prioritisation of tasks and management of time. Maintain focus in a busy work environment.*



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### **SPECIAL CONDITIONS**

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Nil

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

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1. Eligibility to Work in Australia.
2. A current National Police Certificate will be required prior to commencement of employment.

### **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.

**REGISTERED**

**Western Australian Museum**

INITIALS: BDH    DATE: 05.03.2021