



## **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**

Project Officer

**Position Number**

15023

**Classification Level**

Level 4

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Regions

**Physical Location**

Fremantle

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Director Regions

**Positions reporting to this position**

- Nil

### **PURPOSE OF THE POSITION**

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Contributes to the achievement of strategic and business objectives. Assists with the coordination, development and implementation of various projects and initiatives.

### **STATEMENT OF DUTIES**

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1. Assist in the development and implementation of a range of projects in support of the division's objectives.
2. Liaise with government agencies and stakeholders as required.
3. Prepare and coordinate reports, submissions, briefings, correspondence, and advice.
4. Undertake detailed research and analysis.
5. Assist in the evaluation and review of project outcomes.
6. Prepare and manage project budgets in accordance with finance policy and procedures
7. Monitoring contracts and ensuring agreed outcomes and KPIs are met



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. Knowledge of project management, including the ability to deliver agreed outcomes within specified timeframes.
2. Sound research, analytical and problem solving skills.
3. Experience in contribution to policy development.
4. Well-developed verbal, interpersonal and written communication skills.
5. Experience in contributing to the achievement of project team outcomes.
6. Experience in managing budgets.
7. Proficiency in Microsoft Office.

### **Desirable**

1. A tertiary qualification in a relevant field.
2. Experience working in regional Western Australia and/or remote locations.

## **KEY RELATIONSHIPS/INTERACTIONS**

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Staff within team, staff in other team, clients/external stakeholders: customers, public, government agencies, arts workers, contractors/suppliers



## **KEY CHALLENGES**

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Managing competing demands, responding to complex issues, meeting tight deadlines, managing a variety of stakeholders from Aboriginal arts centres to Australian Government agencies, working within regional and remote environments

## **SPECIAL CONDITIONS**

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Working outside normal business hours and regional and interstate travel may be required.

## **APPOINTMENT IS SUBJECT TO**

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1. Eligibility to Work in Australia.
2. A current (within 6 months) National Police Clearance Certificate.
3. Current Western Australian Driver's Licence

## **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.