



## 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**

Executive Officer

**Position Number**

11106

**Classification Level**

Level 4

**Award/Agreement**

Public Services Award 1992 / Public Sector  
CSA Agreement 2019

**Directorate**

Office of the CEO

**Branch/Team**

Executive

**Physical Location**

Perth CBD

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Chief Executive Officer

**Positions reporting to this position**

- Administrative Assistant x 2, L2

### **PURPOSE OF THE POSITION**

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To provide confidential executive and administrative support to the Chief Executive Officer (CEO) of the Western Australian Museum.

### **STATEMENT OF DUTIES**

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**Executive**

1. Responsible for efficient administration and operation of the CEO's office, including supervising/mentoring administrative assistants in managing complex diary, work plan and travel arrangements of the CEO, and ensuring a range of processes and protocols are maintained.
2. Screens and prioritises all incoming and outgoing correspondence (paper and electronic) for the CEO (including management of deadlines and dealing with confidential and sensitive matters) and directs or delegates to relevant staff as required.
3. Undertakes research and analysis of departmental records to collate relevant information to brief the CEO on issues or to prepare for meetings.



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4. Prepares draft documents and/or coordinates responses, ensuring all relevant staff or stakeholders have had relevant inputs.
5. Ensures quality control of document preparation to a high standard of accuracy and presentation.
6. Liaises with senior officials from the public, private, voluntary sectors and members of the public on behalf of the CEO.

### **Ministerial and Parliamentary**

1. Responsible for the allocation, distribution, training, advice and quality control relating to Ministerial correspondence.
2. Responsible for the coordination of responses to Parliamentary Questions and other parliamentary matters as required.
3. Responsible for preparing Cabinet and Executive Council papers as required.

### **Administrative**

1. Responsible for providing administrative and secretarial support to the WA Museum's Board of Trustees, including scheduling meetings, circulating papers, recording minutes, and completing agreed actions as required.
2. Ensures appropriate records are kept, that information is effectively stored and archived, and the confidentiality of documents is assured.
3. Contributes to the continuous improvement of administrative support systems, databases and processes, and development of best practice.

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. Experience in providing confidential secretarial, executive, and administrative support at a senior executive level.
2. Well-developed interpersonal skills including the ability to communicate with senior executives and gain the cooperation of staff and people at all levels.
3. Demonstrated ability to be self-motivated, utilise initiative and apply sensitivity and discretion in resolving matters.
4. Excellent time management and organisational skills, including the ability to prioritise workloads and to meet strict deadlines.
5. Well-developed written communication and presentation skills for preparation of correspondence, reports, and presentations.
6. High level computing skills including experience in the use of MS Office suite and records management system, and good knowledge of their advanced functions.
7. Demonstrated knowledge of Government and parliamentary procedures and ministerial protocol.

### **Desirable**

Nil

## **KEY RELATIONSHIPS/INTERACTIONS**

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1. Board of Trustees and Foundation Governors
2. Minister's staff and other Parliamentary officers
3. External contacts of the CEO including other Government agencies, business, media, and the community.
4. Executive Management Team and other Museum staff.

## **KEY CHALLENGES**

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Providing the CEO with a full range of executive and administrative support services in a very busy environment characterised by tight timelines, competing priorities and a degree of complexity and sensitivity.



## **SPECIAL CONDITIONS**

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Required to have a flexible approach to hours of work to support the needs of the CEO.

## **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.