



## 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.



## DETAILS

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<b>Position Title</b>	<b>Position Number</b>
Reception/Administrative Assistant	14983
<b>Classification Level</b>	<b>Award/Agreement</b>
Level 1	CSA General Agreement 2019
<b>Directorate</b>	<b>Branch/Team</b>
Collections and Research	
<b>Physical Location</b>	<b>Effective Date</b>
Welshpool	March 2021

## REPORTING RELATIONSHIPS

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<b>Position reports to</b>	Nil
Site Manager Welshpool (11121)	

### Positions reporting to this position

## PURPOSE OF THE POSITION

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The purpose of this position is to provide reception and administrative support to the Collections and Research Directorate; and support the site manager with facilities operations for the Welshpool site.

## STATEMENT OF DUTIES

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### Reception/Administrative duties

1. Coordinate Reception area, issue building access cards to staff, researchers, volunteers, visitors and contractors using the online system.
2. Manage visitor and customer enquiries, receipt of specimens for curatorial staff and returning items to the public.
3. Assist with organised tours of the Collections, as required
4. Arrange for pick-up/delivery of laundry (lab coats, towels etc).
5. Order site supplies including bottled drinking water, stationery, skip bins, photocopier accessories and servicing as needed.



### **Security/Risk Management**

6. Act as Chief Warden and Deputy Chief Warden in evacuation and emergency processes.
7. Assist Site Manager with safety checks and opening/closing site.
8. Monitor security system, conduct weekly testing, assist with site incidents and on-call matters.
9. Update First Aid Contact list, First Aid Kit and Defibrillators list throughout the site ensuring kits are replenished and annual checks organised.
10. Arrange maintenance and cleaning of WAM Vehicles.
11. 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. Demonstrated ability to operate effectively in administrative and/or reception roles dealing with enquiries and having a customer service focus.
2. Knowledge of office procedures and administration including demonstrated competency in the use of computer databases and associated software.
3. Good oral, written communication and organizational skills and an ability to analyse and suggest solutions to basic problems.
4. Good interpersonal skills working both independently and cooperatively as part of a team.

#### **Desirable**

1. Experience working in a Museum environment.
2. Experience working in a similar role.
3. Current First Aid Qualifications.



4. Current C Class Drivers Licence.

### **KEY RELATIONSHIPS/INTERACTIONS**

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DLGSC Asset Management Team.

Welshpool Site staff Volunteers, students visitors and WAM Staff from other sites.

External Contractors.

General Public.

### **KEY CHALLENGES**

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Working in a very small team.

Prioritising daily tasks.

Assisting Site Manager in addressing site issues as needed.

### **SPECIAL CONDITIONS**

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Ability and willingness to work outside ordinary hours if required.

### **APPOINTMENT IS SUBJECT TO**

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1. Eligibility to Work in Australia.
2. Travel and work in other Museum sites if required.

### **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.

REGISTERED

Western Australian  
Museum

INITIALS: MK    DATE: 22.03.2021