



## **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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AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **DETAILS**

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**Position Title**

Administrative Assistant

**Position Number**

14275

**Classification Level**

Level 2

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Regions

**Branch/Team**

Museum of the Great Southern

**Physical Location**

Albany

**Effective Date**

23/09/2021

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Manager Museum of the Great Southern Level 6

**Positions reporting to this position**

- Nil

### **PURPOSE OF THE POSITION**

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Provides confidential secretarial and administrative support to the Manager, Museum of the Great Southern.

### **STATEMENT OF DUTIES**

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1. Participates as a member of the WA Museum of the Great Southern team and works collaboratively and cooperatively with other Administrative Assistants across the organisation.
2. Provides administrative support to the Regional Manager and staff of the Albany site, including administration related to Finance and HR processes.
3. Collates daily mail, files and prepares responses to correspondence as directed.
4. Arranges and maintains the Regional Manager's schedule of appointments and meetings and collates meeting agenda and associated papers.
5. Prepares agenda and associated papers for meetings and takes minutes of meetings as required.



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6. Arranges itinerary, travel and accommodation as required.
7. Maintains a register of staff movements.
8. Supports records management processes and practices for the site.
9. Supports the site in updating and maintaining information on the intranet, CRM and webpage.
10. Assists in the development and implementation of procedures and policies relating to the function of the site.

Other duties as required with respect to the skills, knowledge and abilities of the employee

### **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**

- Demonstrated ability to operate effectively in a busy work environment with competing demands with good organisational skills to prioritise work to address time critical tasks.
- Demonstrated high level computer skills including quality word processing, concise minute taking, electronic diary management, excel, PowerPoint and database operations.
- Demonstrated knowledge of standard office procedures, including records management, cash handling, financial and human resources processes.
- Demonstrated high level verbal and written communication and interpersonal skills.
- Experience to work both independently and as part of a team.

- **Desirable**

- Knowledge of government procedures.
- Knowledge and experience of TRIM records management system.



**KEY RELATIONSHIPS/INTERACTIONS**

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- 1. Director Regions
- 2. Regional Manager and Operations Manager

**KEY CHALLENGES**

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- 1. Supporting the site to be effective and efficient in a busy work environment, where there are multiple and competing demands.
- 2. Working with the team in striving for general customer service excellence both on site and in all other ways we work with customers, e.g., suppliers, phone calls, other cultural organisations, etc as well as the public visitors.

**SPECIAL CONDITIONS**

**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.
- 3. C” Class drivers licence.

**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.

