



ABOUT THE WESTERN AUSTRALIAN MUSEUM

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

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

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

VALUES

- 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

Position Title

Project and WHS Coordinator

Position Number

15225

Classification Level

Level 6

Award/Agreement

Public Sector CSA Agreement

Directorate

Collections and Research

Branch/Team

N/A

Physical Location

Welshpool - Collections and Research Centre

REPORTING RELATIONSHIPS

Position reports to

Executive Director, Collections and
Research SCL6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

The Project and WHS Coordinator will support, advise and direct Western Australian Museum staff, volunteers and associates in the planning and safe execution of terrestrial and marine fieldwork (including boating and diving), distance driving, and other hazardous work-related activities such as chemical storage and handling.

STATEMENT OF DUTIES

- To understand the importance of fieldwork to the Museum's objectives, and to work with diverse fieldwork teams and projects efficiently and effectively to achieve those objectives.
- Promote and support an inclusive and safe workplace culture, using expertise and judgement to analyse and problem-solve, engaging collaboratively with stakeholders.



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- Work with the fieldwork team's Officer-In-Charge to coordinate the approvals workflow for all fieldwork projects, including boating and diving operations. Provide project and logistical support to staff organising complex fieldwork as required, such as applying for any required permits.
- Review plans for fieldwork operations, undertake risk assessments, and provide advice to Museum staff and executives. Work with staff to ensure fieldwork Health and Safety and Environment Plans (HSEs) and Safe Work Method Statements (SWMS) are completed and approved in accordance with legislative requirements and organisational policies.
- Participate in terrestrial and marine fieldwork, including diving operations (for example, Dive Safety Officer) as required.
- Where required, exercise the authority to restrict, prohibit, suspend activity or require additional safety practices, procedures or equipment to ensure activities are undertaken safely.
- Be a point of contact (emergency and routine) for fieldwork operations, and part of the Museum's Emergency Response plan and / or crisis management as required.
- Ensure Museum fieldwork equipment, including communication equipment, boats, vehicles, firearms, climbing and dive equipment is appropriate for the intended purpose and maintained. Create and maintain a register of Museum fieldwork assets, including licences and expiration dates. Organise servicing, and conduct safety checks and audits as required.
- Develop, implement and evaluate strategies for continuous improvement when performing high-risk work activities such as fieldwork, laboratory work and chemical storage. Work with staff to ensure compliance with best practice and all relevant statutory requirements.
- Organise or carry out fieldwork and workplace safety training and inductions, and assist staff and volunteers to obtain and maintain required licences, qualifications and fieldwork medical clearances. Create and maintain a register of licences and their expiration dates, and coordinate a training calendar for Collections and Research staff and volunteers.
- Chair or participate in relevant WHS committees and contribute to the development of WA Museum safety policies and procedures.
- Provide regular reports and KPIs on fieldwork and workplace safety activities as required.



- Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Knowledge of Occupational Safety and Health legislation and other legislative requirements in accordance with the parameters of the position.
- Comply with WA Museum policies (including the WA Museum Fieldwork and Distance Driving Policy and the Standing Instructions for Scientific Diving Operations) procedures, and relevant appropriate legislation.
- Comply with the DLGSC Code of Conduct and other applicable DLGSC policies.

WORK RELATED REQUIREMENTS

Essential

1. Considerable experience and applied knowledge of relevant occupational health and safety legislation, and well-developed ability to provide specialist and technical advice regarding workplace health and safety to a range of stakeholders.
2. Considerable experience conducting risk management assessments in the context of terrestrial and marine fieldwork, and travelling and working in remote locations.
3. Demonstrated sound interpersonal verbal and written skills related to activities including policy writing, HSE and SWM forms, equipment and training registers, and staff training.
4. Demonstrated ability to work in high performing and multi-disciplinary teams including relationship management, negotiation and credible influence.
5. Ability to physically undertake all aspects of fieldwork, including meeting the medical requirements for occupational divers (as defined by AS2299).
6. Senior First Aid Qualification.

Desirable

1. Formal qualification in occupational health and safety and/or safety management or related field.



2. Knowledge of collections, research and fieldwork functions in a museum context.
3. "C" Class Drivers Licence.
4. Light Rigid (LR class) heavy vehicle licence.
5. Four wheel drive (4WD) certification or demonstrated extensive experience.
6. Commercial Coxswain or Master 5 qualification.

KEY RELATIONSHIPS/INTERACTIONS

1. Staff, volunteers and researchers in the Collections and Research directorate.
2. Staff from the Strategy and Performance team, including the Senior Project Officer, Work Health and Safety.
3. Staff from across the organisation at a variety of levels who undertake travel that requires a HSE.
4. External fieldwork partners such as industry, universities and community groups as required.
5. Compliance, training providers and suppliers as required.

KEY CHALLENGES

To work in a multidisciplinary environment, to undertake risk assessment of Museum fieldwork in remote locations; to support the delivery of projects on time and on budget; to be flexible and accommodate the unforeseen; to be able to support and foster collegiate working relationships.

To exercise the authority to restrict, prohibit, suspend activity or require additional safety practices, procedures or equipment to ensure activities are undertaken safely.

Working outside business hours on fieldwork, including remote area fieldwork (marine, inter-tidal and terrestrial locations) that may require boating, diving, camping, and other physically demanding activities.

Be a point of contact (emergency and routine) for fieldwork operations, and part of the Museum's Emergency Response plan and / or crisis management as required.

SPECIAL CONDITIONS

1. Qualification and experience as a diver (in accordance to a minimum of AS2815.6 Restricted Occupational SCUBA to 30m, or equivalent).



2. Qualification and experience as a dive supervisor (in accordance with AS2815.5 or equivalent).
3. Ability to meet medical requirements for occupational divers (in accordance with AS2299).
4. Ability to work outside business hours on fieldwork, including remote area fieldwork (marine, inter-tidal and terrestrial locations) that may require boating, diving, camping, and other physically demanding activities.
5. Occasionally required to work from other Western Australian Museums as required including regional travel.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. Provision of a current National Police Clearance.
3. Provision of a current Occupational Diver Medical Fitness Certificate (in accordance with AS2299).

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.

