



**WESTERN  
AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **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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### **DETAILS**

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**Position Title**

Human Resources Consultant (Volunteers)

**Position Number**

14633

**Classification Level**

Level 5

**Award/Agreement**

Public Services Award 1992/ PSGO CSA  
GA

**Directorate**

Corporate and Strategy

**Branch/Team**

Human Resources

**Physical Location**

Permanent, Full-time

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Manager Human Resources

**Positions reporting to this position**

- Nil

### **PURPOSE OF THE POSITION**

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Provide a customer focussed consultancy and advisory service to management and staff on a diverse range of human resource matters, including for volunteers. Contribute to the development, review and evaluation of Human Resources strategies, plans, policies, procedures, guidelines and systems.

### **STATEMENT OF DUTIES**

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1. Provides a customer focussed consultancy and advisory service to managers, employees and volunteers on a variety of, and sometimes complex, human resource management issues including volunteer management, grievance and conflict resolution, performance management, learning and development, discipline and misconduct, redeployment and redundancy, change management, workforce planning and industrial relations conditions.
2. Coordinates and implements whole of Museum volunteer management strategy and provides high-level support.
3. Provides leadership, mentoring and support to volunteer supervisors and HR officers.

4. Oversees online volunteer management system; volunteer policies, procedures and guidelines; volunteer recruitment strategies, induction and training program; and volunteer recognition program.
5. Advises and assist managers and selection panel members to conduct compliant, efficient and effective recruitment, selection and appointment processes.
6. Undertakes classification assessment, including the development of job descriptions and provides advice on classification determinations and structural principles.
7. Provides advice on the application of policies, awards and agreements.
8. Contributes to the development, implementation and evaluation of contemporary human resource policies and practices to ensure their alignment with the organisations values and objectives.
9. Assists in identifying Human Resources strategies and projects that will achieve business objectives.
10. Participates on relevant internal committees and working groups as required.
11. Manages and participates in Human Resources projects as required.
12. Participates in team meetings and activities with the WA Museum Human Resources team.

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

## **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. Well-developed experience in providing a Human Resources consultancy and advisory service, providing timely, relevant and accurate advice to employees and management on a broad range of HR matters.
2. Excellent knowledge of, and ability to interpret and accurately apply, human resource management legislation, standards, policies and awards and agreements in a business context.
3. Demonstrated commitment to contemporary human resource management principles



and practices.

4. Well-developed communication (written and verbal), interpersonal and negotiation skills including excellent report writing skills.
5. Ability to deal with competing demands and deadlines, set priorities and manage a diverse workload including the development of project plans.
6. Well-developed conceptual, analytical and problem-solving skills including the ability to exercise judgement and initiative to identify innovative and appropriate human resource solutions.

### **Desirable**

1. A tertiary qualification in Human Resources or related field.

### **KEY RELATIONSHIPS/INTERACTIONS**

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Manager Human Resources and Museum HR team, Line managers, directors, staff and volunteers across all Museum sites and external stakeholders.

### **KEY CHALLENGES**

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1. Building value added relationships with customers, volunteers, stakeholders and management.
2. Aligning HR priorities with business needs in a busy and changing work environment.
3. Continuous improvement of the capacity of human resources to deliver high quality services.
4. Managing competing priorities.

### **SPECIAL CONDITIONS**

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Nil

### **APPOINTMENT IS SUBJECT TO**

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1. Eligibility to Work in Australia.
2. A current (within 6 months) National Police Clearance Certificate.

### **TRAINING**

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1. Complete induction within three months of commencement.



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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.