



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

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.



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Details

Position Title

Assistant Supervisor

Position Number

14787

Classification Level

Supervisor Assistant (Cleaning)

Award/Agreement

Government Services (Miscellaneous)
General Agreement 2021

Directorate

Engagement

Branch/Team

Operations Perth Museum

Physical Location

Perth Museum

Reporting Relationships

Position reports to

Operations Manager

Positions reporting to this position

- Visitor Services Officer Supervisor
- Coordinator Volunteers
- Shop Supervisor

Purpose of the position

Responsible for directing and supervising cleaning team at the Perth Museum and its Galleries. Responsible for preparation of rosters, daily work schedules, timesheets, performance management, administration, and training requirement for the cleaning department.

Statement of duties

Daily Staff Supervision and Site Operations

1. Undertakes day-to-day supervision of Cleaning staff and reports to the Operations Manager.

2. Ensures that Cleaning staff are provided with sufficient supervision, instruction and equipment to enable them to perform their duties safely and effectively.
3. Responsible for the preparation of rosters, daily work schedules, timesheet administration, and absences to meet operational requirements.
4. Responsible for the recruitment, induction, training and performance management of cleaning staff in consultation with the Operations Manager.
5. Undertakes cleaning duties as required, including the operation of industrial and commercial cleaning equipment/machinery in a safe and efficient manner.
6. Manages the budget and expenditure for the cleaners cost centre.
7. Liaises with other departments and external service providers as required.
8. Responsible for ordering of all cleaning supplies to ensure adequate supplies are available at all times.
9. Ensures cleaning equipment is maintained, operated and stored according to Museum procedures.
10. Manages hygiene service contracts and arranges special cleans as required in consultation with the Operations Manager.
11. Ensures that staff security and safety procedures are maintained in museum and associated buildings, including compliance with safe work practices and museum policy.
12. Ensures chemicals are appropriately stored and registered as per OSH requirements.
13. Acts as Chief Warden and First Aid Officer prior to Visitor Services Staff commencing duties.
14. Operation of an electric bin tug, to move bins to and from waste collection point.
15. In consultation with Operations Manager arranges security access for contractors outside normal hours.
16. Responsible for ordering uniforms and maintaining uniform standards.

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

Compliance and legislative knowledge

- 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 Workplace Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work related requirements

Essential

1. Competency and proficiency at cleaning in accordance with the Australian Quality Framework (Level III) standard and/or demonstrated extensive experience in commercial cleaning activities and the use of heavy industrial cleaning equipment.
2. Demonstrated ability to effectively coordinate staff duties including preparation of rosters and allocation of daily duties. Well developed organisational skills.
3. Well developed written and verbal communication skills.
4. Demonstrated ability to work as part of a team with at least 3 years experience in team supervision.
5. Demonstrated knowledge, commitment and application of Equal Employment Opportunity and Occupational, Safety and Health legislation and principles relating to the workplace.

Desirable

1. Experience with accessing security systems.
2. Experience in cleaning function venues and commercial kitchens.

Key relationships/interactions

Interacting daily with members of cleaning team, Museum Staff, Operations Manager and liaising with suppliers and contractors.



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Key challenges

Weekend rosters rotating fortnightly, Public transport to site on weekends and public holidays and parking accessibility.

Special conditions

1. Normal working hours may be 5:00am start, including weekends and public holidays.
2. Weekend/Public holiday penalty rates apply as per award/agreement.
3. A pre-employment medical will be required prior to commencement of employment.

APPOINTMENT IS SUBJECT TO:

1. Eligibility to Work in Australia.
2. A current (within six months) National Police Certificate.
3. Possession of the Australian Hospitality and Tourism COVID Hygiene Training Certificate

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 DLGSC Accountability and Ethical Decision Making training within six months of appointment.

Inherent Physical Requirements:

1. The Western Australian Museum has a duty of care to all staff. If a staff member is unable to perform the physical requirements of the role, the Western Australian Museum will take reasonable steps to assist the staff member, or to modify the duties, so that the staff member can continue to perform the role without further detriment to their health or safety.