



**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**

Aboriginal Learning and Community  
Liaison Officer

**Position Number**

13342

**Classification Level**

Level 4 (L4)

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Regions Directorate

**Branch/Team**

Great Southern / Learning and Engagement

**Physical Location/s**

Museum of the Great Southern, Albany

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Regional Manager, L6

**Positions reporting to this position**

- Nil

### **PURPOSE OF THE POSITION**

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Through consultation, this position will explore, provide advice on, initiate and develop the potential of Aboriginal community involvement in site programming, projects and partnerships. The position will be responsible for leading the development of strong, sustainable and mutually beneficial relationships between the Aboriginal communities of the Great Southern and the Western Australian Museum.

### **STATEMENT OF DUTIES**

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- Ensure Aboriginal voice and perspective in the development of all programs in both school education and public programming spheres.
- In liaison with the Regional Manager, establish and maintain effective cultural networks and relationships relevant to the Western Australian Museum Albany and its programs, projects and partnerships.
- Identify and initiate appropriate consultation strategies with the Aboriginal communities of the Great Southern to affect positive outcomes on key performance indicators and train key staff in these strategies.



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- Design and write both curriculum linked education programs with Indigenous content and perspective, and cultural heritage/ cultural awareness training packages. Deliver these programs and packages.
- Manage projects in liaison with the Regional Manager, other agencies and community partners to meet deadlines and funding constraints.
- 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. Aboriginality (under Section 50D of the Equal Opportunity Act) is considered essential.
2. Extensive experience in a museum, gallery, cultural heritage or tourism environment and a sound understanding of the role of museums in communities.
3. Well-developed interpersonal communication skills, including the ability to communicate well with colleagues, other government agencies and community groups, particularly demonstrating an understanding and knowledge of engagement with Aboriginal groups and individuals (protocol).
4. An ability to design and write both curriculum linked education programs and training packages
5. Demonstrated ability to work with minimum supervision and an ability to work under pressure and to tight deadlines.
6. Ability to apply the principles of risk management, occupational safety and health, and equity and diversity principles and practices in the context of this position.
7. A current 'C' Class Driver's Licence.
8. A current Working With Children (WWC) Check.



### **Desirable**

1. An interest in and knowledge of the natural history and cultural heritage of Western Australia.
2. Experience in project management or development.
3. A tertiary qualification in relevant or related fields or similar recognised prior learning (RPL).

### **KEY RELATIONSHIPS/INTERACTIONS**

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- Learning Team
- Aboriginal community
- Visitor Services Officer team
- Community and tourism visitors
- Community networks and program partner groups

### **KEY CHALLENGES**

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- To work in liaison with the Regional Manager and the Aboriginal community to strengthen and drive the relationship between that community group, the Western Australian Museum and the wider community of the Great Southern.
- Effective delivery on the key strategic aim of: LG1 Ensure Aboriginal and Torres Strait Islander peoples are central to ownership, governance and development of our collections and programs. at a site level.

### **SPECIAL CONDITIONS**

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- Work outside normal business hours and on weekends will be required.
- Some regional and intrastate travel will be required.

### **APPOINTMENT IS SUBJECT TO**

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- Eligibility to Work in Australia.



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### **TRAINING**

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- Complete induction within three months of commencement.
- Complete any training specific to the role required by Departmental or WA Museum policy.
- Complete the Department's Accountability and Ethical Decision-Making training within six months of appointment.