



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.



DETAILS

Position Title

Technical Officer

Position Number

13563

Classification Level

Level 3 (L3)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Collections and Research

Branch/Team

Science / Aquatic Zoology

Physical Location/s

Collections and Research Centre, Welshpool

REPORTING RELATIONSHIPS

Position reports to

Head of Department Aquatic Zoology,
SCL3

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

This position undertakes a range of activities associated with the development, management and use of the Museum's Aquatic Zoology collections. The role includes managing the collections databases, loans of collection items and undertaking routine work associated with the collections generally.

This position is responsible for organising logistics associated with fieldwork, including liaison with communities, participating in fieldwork, organising equipment and supplies, overseeing the packing and transport of specimens and monitoring safety requirements. Conducting and assisting with collections research for publication is another responsibility which requires the occupant of the position to maintain and develop current knowledge and expertise in the specialisation (fishes).

STATEMENT OF DUTIES

Collections Development and Management:

- Undertakes routine work (preparation, preservation, documentation, identification and registration of specimens) and co-manages the Aquatic Zoology collections.



- Manages, updates and maintains electronic collection databases and undertakes searches for internal and external clients
- Prepares specimen loans, sends loan reminders and processes returned loans (according to legislative requirements).
- Orders equipment, stores and chemicals as required for collection management.
- Takes images, X-rays and scanning electron micrographs as required.
- Contributes to the development of the taxonomy and collections policy.
- Provides advice, support and on-the-job training in the use of the collection for less experienced staff and students in museum procedures (laboratory, fieldwork, collections).

Fieldwork and Research:

- Organises the logistics of fieldwork, including permissions, equipment, liaison with external agencies, accommodation, transportation of specimens and equipment ensuring any local community requirements are met.
- Participates in fieldwork and maintains current training for fieldwork.
- Prepares Health Safety and Environment (HSE) forms for each fieldwork trip if required.
- Assists and co-authors in the publication of scientific reports, papers and presentations if required.
- Builds and maintains knowledge of selected faunal knowledge groups (fishes) to support the functions of the Aquatic Zoology Department.

Public Programs:

- Contributes to the preparation of exhibitions, educational and interpretative programs
- Provides display material and specimen information as required.
- Provides advice to visiting scientists regarding collections and fieldwork.
- Responds to and provides specialised information to the public and scientists as required.
- Supervises and works with volunteers, honorary associates and less experienced staff involved in projects
- Provides input into environmental impact assessments.



**WESTERN
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MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

Other:

- Maintains a safe and healthy work environment; investigates or advises of potential hazards to OH&S committee; or to make improvements to remove hazards.

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

WORK RELATED REQUIREMENTS

Essential

1. A degree with a major in aquatic zoology or a relevant discipline.
2. Experience in museum technical tasks, in particular, with fishes.
3. Experience with database skills.
4. Knowledge of museum practices, particularly collections management, electronic storage and retrieval systems.

Desirable

1. Ability to develop molecular skills in marine fauna, particularly fishes.
2. Good knowledge of relevant software including word and data processing.

KEY RELATIONSHIPS/INTERACTIONS

- Reports to Curator, Aquatic Zoology.

KEY CHALLENGES

- Ability to work in a team environment.



SPECIAL CONDITIONS

- Australian citizenship or permanent resident.
- "C" Class Drivers Licence.
- Scientific diving qualifications.
- Ability to undertake fieldwork away from Perth.
- National Police clearance certificate

APPOINTMENT IS SUBJECT TO

- Eligibility to Work in Australia.

TRAINING

- 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.