



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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Department of Local Government,
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JOB DESCRIPTION FORM

DETAILS

Position Title

Head of Maritime Heritage

Position Number

14879

Classification Level

Specified Calling Level 3 (SCL3)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Collections and Research

Branch/Team

Culture and Communities / Maritime
Heritage

Physical Location/s

WA Shipwrecks Museum, Fremantle

REPORTING RELATIONSHIPS

Position reports to

Head of Culture and Communities, L7

Positions reporting to this position

- Curator, SCL2 (x3 FTE)
- Assistant Curator, SCL1 (x3 FTE)

PURPOSE OF THE POSITION

Leading by example, the position is responsible for the management of the functions and activities related to the Maritime Heritage department, including:

- Provision of expert research and advice in accordance with relevant legislation;
- Operational and strategic planning that aligns with organisational priorities;
- Management of resources, programs, partnerships and the team's fieldwork program; and;
- Work across disciplines to meet the organisational priorities and strategic aims as well as the organisation's Key Performance Indicators (KPI).



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STATEMENT OF DUTIES

Management:

- Develop a shared purpose and collaborative team environment that supports the work of Maritime Heritage staff, volunteers and research associates.
- Prepare, implement and report on the Maritime Heritage operational plan, projects and budgets.
- Prepare grant applications and funding submissions, including reporting and acquittals
- Manage resources, assets and equipment to support research, collections and operations activities.
- Manage staff, volunteers and research associates to support research, collections and operations activities.
- Contribute to the strategic and operational planning of the Culture and Communities area, and Collections and Research Directorate.
- Foster positive cross-disciplinary working relationships across the museum.

Collections and Research:

- Provide expert and strategic advice based on a strong knowledge and understanding of the relevant legal, ethical, and cultural frameworks (international, national and state conventions).
- Support best-practice methodologies for scientific, cultural or historical research, stakeholder engagement, publications, and public access.
- Contribute to the development, and oversee the implementation, of collecting and related policies and procedures, including digitisation initiatives. Ensure appropriate acquisition, documentation, preservation and public access procedures are in place.
- Identify short and long-term goals for research programs and publications, both academic and popular, in consultation with partners and stakeholders.
- Conduct and/or oversee original research as per the department's research plan, in accordance with relevant approvals.



- Provide opportunities and placements for higher-degree research students, including co-supervision.
- Oversee the Maritime Heritage fieldwork program, directing and participating in fieldwork as required in accordance with relevant Fieldwork and Work, Health Safety policies and procedures.
- Provide performance and statistical information for audits, valuations, KPIs and other compliance matters relating to the Maritime Heritage collections.
- Continually develop own areas of knowledge and capability, including an awareness of current literature and developments in field/s of expertise.

Education and Public Programs:

- Work collaboratively in internal and external cross-disciplinary teams (including the Museum's public venues) and provide strategic advice and expertise as required.
- Development and delivery of a range of public programs including exhibitions, education and public programs.
- Digitisation of collections, including distribution of collections content via online platforms such as the Museum's or partner websites, and other online products and channels.
- Communicate results of work in relevant research publications and reports, as per legislative requirements or project deliverables, and to the wider community through outreach events, lectures, seminars, traditional and social media platforms.

Partnerships and Stakeholder Engagement:

- Represent the Museum in internal and external forums, including state, national or international committees as required.
- Build and maintain external stakeholder relationships across government, academic, private sector and community groups.
- Facilitate access to collections, and provide advice to project partners, visiting researchers, and members of the public.

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



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

WORK RELATED REQUIREMENTS

Essential

1. Tertiary qualification in a field/s relevant to Western Australian Maritime Heritage.
2. Demonstrated advanced knowledge of the relevant legislative, ethical or cultural framework (including relevant international conventions) and their application in a museum collections and research environment.
3. Demonstrated subject expertise that support strategic aims related to research, collections development, and public outcomes such as exhibitions.
4. Demonstrated experience in developing and implementing collection management principles and practices, with a strong emphasis on continuous improvement and public access.
5. Highly developed team-building and people management skills, resource management, planning and performance reporting.
6. Highly developed communication, interpersonal and negotiation skills, including the ability to lead or work in internal and external cross-disciplinary environments, including external clients, other government agencies, and strategic partners
7. Demonstrated experience in managing and undertaking fieldwork, including fieldwork research proposals, budgets and risk management assessments.

Desirable

1. Post graduate qualifications.
2. Professional certification and / or membership of relevant professional associations.
3. Light Rigid (LR class) heavy vehicle licence.
4. Hold a certificate for general diving work in accordance with *AS 2815.5 Training and certification of occupational divers. Part 5: Dive Supervisor.*



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KEY RELATIONSHIPS/INTERACTIONS

- Head of Culture and Communities. On occasion, the Head of the Department may be required to act in this position.
- Executive Director, Collections and Research.
- Other Heads of Department.
- Engagement Directorate, regional museum site managers and other teams such as Exhibition and Design.
- Maritime Archaeology Advisory Committee.
- External clients, developers, government agencies, consultants.
- General public.

KEY CHALLENGES

- Curation and management of large and diverse collections.
- Managing technical and other professional staff.
- Meeting project reporting milestones and deadlines.
- Communicating results of research to scientific and general communities.

SPECIAL CONDITIONS

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

APPOINTMENT IS SUBJECT TO

- Eligibility to work in Australia.
- A current certificate of competency Coxswain Grade 1 Near Coastal.
- Hold a certificate for general diving work in accordance with AS 2815.2 Training and certification of occupational divers, Part 2: Surface supplied diver to 30m.
- A current (within 12 months) fitness to dive issued in accordance with AS 2299.1 Occupational Diving Medical Examination.



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- A current (within 6 months) National Police Clearance Certificate.

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.