



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum’s mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national and global. We aspire to be a valued, used, and admired organisation by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award winning Boola Bardip in the Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

OUR MISSION

Inspiring curiosity to explore the past, question the present and shape the future.

OUR VISION

An informed and engaged community working together for a better future.

OUR VALUES

Respectful

Inclusive

Accountable

Enterprising

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia.

ORGANISATIONAL PILLARS

1

Sustainability

2

At the Heart of the Community

3

Aboriginal and Torres Strait Islander Peoples

4

State-wide



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Digital Projects Officer

Position Number

14413

Classification Level

Level 4 (L4)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Corporate and Strategy

Branch/Team

Corporate and Strategy / Digital Services
and Online Development

Physical Location/s

WA Museum Boola Bardip, Perth

REPORTING RELATIONSHIPS

Position reports to

Manager Digital Services and Online
Development, L7

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Contributes to the achievement of strategic and business objectives. Coordinates and assists with development and implementation of various projects and initiatives within the digital and online environment.

STATEMENT OF DUTIES

- Track and report on digital production projects.
- Maintain and track operational task management within the Digital Services and Online Development team.
- Produce and publish project based digital content across the Museum's digital platforms.



- Support the Manager, Digital Services and Online Development to ensure that a customer-focused and accessible web service is provided and advise project managers on technology and software options available to achieve outcomes.
- Assist in the research, development, and implementation of a range of digital resourcing projects in support of the division's objectives.
- Liaise with a range of internal and external stakeholders.
- Prepare and coordinate reports, submissions, briefings, correspondence, and advice.
- Assist in the evaluation and review of project outcomes.
- Assist with digital device management.
- Coordinate Digital Services accounts management.
- Other duties as required with respect to the scope of the position.

WORK RELATED REQUIREMENTS

Essential

1. Knowledge of project management, including the ability to deliver agreed outcomes within specified timeframes.
2. Demonstrated knowledge of content management systems and ability to manage and maintain information systems including websites and databases.
3. Sound research, analytical and problem-solving skills.
4. Well developed verbal, written and interpersonal communication skills with the ability to effectively liaise with stakeholders at all levels.
5. Experience in contributing to the achievement of project team outcomes.

Desirable

1. Knowledge of basic scripting languages, including HTML, CSS and JavaScript.
2. Experience using Drupal CMS.
3. Knowledge of museum practice.



Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

SPECIAL CONDITIONS

- Nil.

APPOINTMENT IS SUBJECT TO

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