



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA 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 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



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DETAILS

Position Title

Manager Human Resources

Position Number

11643

Classification Level

Level 7 (L7)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Corporate and Strategy

Branch/Team

Corporate and Strategy / Human Resources

Physical Location/s

140 William Street, Perth

REPORTING RELATIONSHIPS

Position reports to:

Director Corporate and Strategy, and
Chief Finance Officer, L8

Positions reporting to this position:

- Human Resources Consultant (Volunteers), L5
- Human Resources Project Officer, L4
- Human Resources Officer, L3

PURPOSE OF THE POSITION

Manage the HR function in delivering activities that add value to the Museum and apply good practice and a focus on continuous improvement.

Manage and drive HR strategy across the Museum, particularly workforce planning and capability initiatives.

STATEMENT OF DUTIES

Leadership/Management:

- Participates as a member of the Corporate and Strategy leadership team and responsible for the HR function in meeting individual, team, and organisational objectives.

- Manages the HR function to deliver HR services that add value to the Museum and apply good practice and a focus on continuous improvement.
- Develops and builds personal, team, and others expertise in human resource management.

Strategic HR:

- Manages and drives people strategy across the Museum including workforce planning and capability, organisation design, and job design.
- Develops and implements the Museum Workforce Plan and HR operational plan including future direction, performance targets, strategy, and monitoring and reporting on performance.
- Undertakes learning needs analysis, designs and delivers training and development workshops.
- Leads project teams and manages organisational change initiatives and projects.

HR Consulting:

- Coaches, advises, and provides support to managers in relation to HR and organisation development initiatives, policies and procedures including workforce planning, organisation and job design, performance reviews, capability planning, learning and development, change management, employee relations issues, workplace grievances, performance issues and disciplinary matters.
- Consults with stakeholders to identify organisational issues and provides advice to promote best practice human resource management.

Compliance and Legislative Knowledge:

- Comply with DLGSC Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meets Work Health and Safety, Equal Opportunity, and other legislative requirements in accordance with the parameters of the position.
- Other duties as required with respect to the scope of the position.



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WORK RELATED REQUIREMENTS

Essential

1. Substantial experience in human resource management including managing and driving people strategy; workforce plan development, implementation and reporting; organisation design; business and operational planning; and building workforce capability.
2. Demonstrated experience in leading, managing and developing a HR team, and delivery of HR activities.
3. Change management expertise and proven ability to apply change theory and models to successfully implement organisation development initiatives.
4. Experience in project management including expertise in project planning and managing stakeholders, risks, change impacts and communications.
5. Experience in undertaking learning needs analysis and designing and delivering training and development workshops.
6. Demonstrated ability to identify, initiate, build, and manage strategic relationships, role model the values of the WA Museum, and actively influence where required.

SPECIAL CONDITIONS

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

APPOINTMENT IS SUBJECT TO

- Eligibility to Work in Australia.