



## 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 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



## DETAILS

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**Position Title**

Director Strategy and Governance

**Position Number**

15631

**Classification Level**

Level 8 (L8)

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Chief Executive Office

**Branch/Team**

Office of the CEO

**Physical Location/s**

WA Museum Boola Bardip, Perth

## REPORTING RELATIONSHIPS

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**Position reports to**

Chief Executive Officer

**Positions reporting to this position**

- Project and Policy Officer, L5
- Senior Project Officer (Work Health Safety), L5
- Policy and Research Officer, L4
- Executive Officer, L4
- Administrative Assistant, L2

## PURPOSE OF THE POSITION

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Provides high level strategic advice and support to the Chief Executive Officer and Executive Management Team to develop organisational excellence in:

Strategic and operational planning, corporate governance, performance evaluation and reporting, risk management, policy development and research, legal and legislative impacts, and business improvement initiatives.



**WESTERN  
AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **STATEMENT OF DUTIES**

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#### **Management:**

- Develop, leads and manages the staff and activities of the Office of CEO including people, financial and technology resource requirements.
- Develops and implements the Office of CEO Operational Plan, driving accountability and execution of outcomes across the team.
- Participate as part of the executive management team, building relationships to enable the collaborative delivery of strategic and operational objectives.
- Leads and undertakes complex research and analysis to review the effectiveness of policy to achieve the strategic priorities of the museum.
- Actively seek ways to strengthen organisational capability through programs and plans to develop the knowledge and skills required to meet organisational objectives.

#### **Organisational Strategy and Performance:**

Leads, manage, develop, and deliver of a program of organisational management and performance services for the Museum including:

- Strategic and Operational Planning
- Corporate Governance and compliance
- Performance Evaluation and Reporting
- Risk Management
- Policy Development and Research
- Legal and Legislative impacts.
- Organisational Development, and capability programs
- Preparation of Museum's Annual Report
- Project Management.
- Work Health and Safety (WHS)
- Disability Access and Inclusion Plan, Multicultural Plan, Workforce Diversity and Inclusion Plan, and input to Reconciliation Action Plan.
- Provides high level strategy and policy advice and support on strategic issues including business improvement and reform initiatives.



**Other:**

- Represent the Museum on Agency and Sector wide working groups and committees including Compliance, Integrity, Work health and safety, Integrity and Policy.
- Actively foster and inspire others to build an inclusive, engaged, and purpose focussed culture.
- Other duties as required with respect to the scope of the position.

**WORK RELATED REQUIREMENTS**

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**Essential**

1. Shapes and Manages Strategy – Ability to contribute and apply high level conceptual, analytical, problem-solving skills and strategic thinking to long term planning and the management of change.
2. Achieves Results – Drives a culture of achievement. Maintains focus on quality to achieve key outcomes and sees tasks through to completion. Monitors projects against plans, manages priorities, and makes adjustments to milestones as required. Seeks feedback from stakeholders to gauge satisfaction and acts to ensure work is delivered to a high standard.
3. Builds Productive Relationships – Builds trust and maintains relationships with a network of key people both internally and externally. Facilitates cooperation and partnerships by working collaboratively and effectively as a team member.
4. Exemplifies Personal Integrity and Self-awareness – Displays judgement, initiative and professionalism.
5. Communicates and Influences Effectively – Communicates complex information in a clear and effective manner for the target audience.
6. Demonstrated abilities in strategic and business planning, audit and risk management, WHS, policy development and business improvement.

**Desirable**

1. An understanding of issues and trends affecting Museums.
2. Tertiary qualifications in a relevant discipline.



Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **SPECIAL CONDITIONS**

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- Nil

### **APPOINTMENT IS SUBJECT TO**

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