



**GWOONWARDU MIA  
GASCOYNE ABORIGINAL HERITAGE AND CULTURAL CENTRE**

**JOB DESCRIPTION FORM:** Regional Manager, Business and Strategy

**ABOUT GWOONWARDU MIA**

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After an extended period of closure, from the 15 July 2019, the Western Australian Museum has undertaken to manage Gwoonwardu Mia and reopen the Cultural Centre.

Gwoonwardu means “where the fresh water meets the sea water.” Gwoonwardu Mia - the Gascoyne Aboriginal Heritage and Cultural Centre was constructed in Carnarvon with the vision of establishing ***“a common meeting place for the people of the Gascoyne Region where lives are enriched, Aboriginal culture is recognized and practiced, quality employment and business enterprises operate and where youth are actively engaged in creating their own future.”***

The Western Australian Museum will work collaboratively with Aboriginal communities in the Gascoyne to realise the vision and to create a financially, socially, environmentally and culturally sustainable Cultural Centre which maximises its business potential and is also the recipient of ongoing state support.

**Gwoonwardu Mia Cultural Centre consists of:**

- Conference Rooms for Hire
- Café
- Gallery Shop
- Outdoor Performance Space and Ethnobotanical Garden/grounds
- Permanent Interpretive Exhibition – Burlgarnya Wanggaya – Old People’s Stories.
- Emerging Art Centre facility/activity.
- Central Gallery – Artist in Residence Studio

**DETAILS**

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<b>Position Title</b> Regional Manager, Business and Strategy	<b>Position Number</b> 15498
<b>Classification Level</b> Level 7	<b>Award/Agreement</b> PSA / PSGO CSA GA 2017
<b>Directorate</b> Regional Development	<b>Branch/Team</b> Gwoonwardu Mia
<b>Physical Location</b> Carnarvon	<b>Effective Date</b> 1 July 2022
<b>Employment Type</b> Fixed Term, Full Time	

## REPORTING RELATIONSHIPS

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### Position reports to

Director Regions, L8

### Positions reporting to this position

Operations Manager,  
Engagement and Events, L5  
Project Officer, L4  
Administration Officer, L2

## PURPOSE OF THE POSITION

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The Regional Manager, Business and Strategy provides leadership and management of the team and external consultants at Gwoonwardu Mia. This position provides professional advice and support where required to build Gwoonwardu Mia's organisational capability and responsiveness in the planning, development, delivery of cultural services including public exhibitions, events and activities for users from within the region and beyond; it focuses on strategies and initiatives which highlight, promote and recognise the Aboriginal culture and heritage of the Gascoyne region.

The position works closely with the WA Museum's Director Regions to contribute to wider WA Museum strategic initiatives and represent both Gwoonwardu Mia and the WA Museum in the local community. Operationally, the role is expected to lead the delivery of the Gwoonwardu Mia Business Plan and contribute to regional initiatives and projects including the integration of planning, risk management and stakeholder engagement.

Key outcomes are to develop the business, create income generating activities and ensure financial accountability and sustainability.

The role aims to promote, encourage and facilitate all values that underpin the Centre's vision of promoting economic and social wellbeing, social inclusion and connection to people and communities.

## STATEMENT OF DUTIES

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### Business and Operational Planning

- Is accountable for the preparation, management, operation and achievement of Gwoonwardu Mia's Business Plan.
- Leads the development of business and operational planning, procedures and processes, providing support and advice where required.
- Build staff and organisational capability and responsiveness in the planning, development, delivery and management of services and venue.
- Develops and implements policies and procedures in line with Gwoonwardu Mia's overall strategic direction.

### Manage Operations and Service Delivery

- Leads and manages all business operations including physical, financial, marketing, human resources and key performance indicators.

- Ensures provision of quality customer focused and cost-effective resources.
- Develops and maintains a competent and engaged workforce that is aligned to delivering Gwoonwardu Mia's core business and objectives.
- Contributes to improvements across Gwoonwardu Mia's practices within the scope of the role.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of this position.
- Develop alternative funding, including sponsorship and grants, in close liaison with Director Regions and the Foundation for the WA Museum.
- Establish an environment that fosters community unity, partnerships and networks through development of community and shared partnerships and alliances.
- Participates and actively contributes to Gwoonwardu Mia's varied activities.

### **Project Management**

- Manages project teams as and when required.
- Work with the Gwoonwardu Mia team and WA Museum colleagues to identify, develop and implement strategic initiatives, programs and projects.
- Plans and manages projects that are complex in nature and considered to have a strategic impact at a corporate level.
- Coordinates and undertakes programs and projects which are designed to grow Gwoonwardu Mia.
- Manages aspects of and contributes to general business matters relating to the project delivery, such as financial management, risk management, performance reporting and continuous improvements to ensure Gwoonwardu Mia delivers in line with the operational plan.
- Ensures that projects and programs are delivered on time, within budget and to the highest quality in order to meet objectives of the museums strategic plan and Gwoonwardu Mia's Business Plan.

### **Finance and Administration**

- Develop, manage and monitor the operating budget for Gwoonwardu Mia.
- Monitors performance against budgets, KPI's and timeframes.
- Ensures financial accountability through regular monitoring and acquittal of all functional and operational expenses.
- Oversee and work with the Café leasee, to ensure compliance with contractual requirements.
- Develop and monitor maintenance plans for all areas of the building ensuring it is maintained in good condition.

### **Liaison and Relationships**

- Builds networks and develops collaborative working relationships with both internal and external stakeholders, including the community, industry, Government and other stakeholders with vested interest in Gwoonwardu Mia.
- Manages consultation processes and negotiates effectively with external stakeholders as required, including government agencies, local authorities and industry to ensure a high level of collaboration, engagement and support.
- Communicates strategic direction and operational plans internally and externally.
- Research evaluate and provide advice to relevant stakeholders regarding community expectations to ensure alignment with Gwoonwardu Mia's strategic direction.
- Prepares advice, recommendations, reports and briefing notes for Executive on Gwoonwardu Mia and its projects.
- Represents Gwoonwardu Mia on appropriate committees and working groups.

- Builds Gwoonwardu Mia profile in and with the local and regional community.
- Leads and empowers the team through encouraging them to take responsibility and achieve results in line with the operational plan.
- Effectively leads the team, ensuring advice, direction and support are provided with integrity and in accordance with WA Museum policies, procedures and compliance obligations; therefore, ensuring staff demonstrate ethical behaviours.
- Responsible for the management and monitoring of all workplace practices and corporate governance in relation to employees at the museum.
- Responsible for providing mentorship to reporting officers.
- Other duties as required with respect to the scope of the position.

## **COMPLIANCE AND LEGISLATIVE KNOWLEDGE**

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- 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 and guidelines in accordance with the parameters of the position.

## **WORK RELATED REQUIREMENTS**

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### **Essential**

1. Demonstrated experience working collaboratively and building stakeholder relationships with regional and Aboriginal and Torres Strait Islander community involvement.
2. High level communication and interpersonal skills, including the ability to negotiate with external stakeholders.
3. Substantial experience in leading and managing projects, programs and services including planning, developing, implementing and reporting on outcomes. Including the management of staff, finances and physical resources.
4. In the context of this role, have the ability to apply the principles of risk management, occupational health and safety, equal opportunity and diversity in the workplace.
5. Strong organisational skills including the ability to monitor priorities and demonstrate problem solving and initiative in decision making.

## **KEY RELATIONSHIPS/INTERACTIONS**

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1. Chief Executive Officer, WA Museum.
2. Director Regions, WA Museum.
3. Operations Manager Engagement and Events.
4. Gwoonwardu Mia Advisory Committee members.
5. Aboriginal community liaison.
6. Other community and business stakeholders.
7. Gwoonwardu Mia team members.

## **KEY CHALLENGES**

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- Balance multiple, competing priorities in terms of workload, within a limited budget.
- Work effectively within an extended team to deliver and develop programs and activities.
- Development and stewardship of strategic partnerships.
- Development of sustainability strategies for ongoing operation.

## **SPECIAL CONDITIONS**

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1. Work outside normal business hours and on weekends will be required from time to time.
2. District Allowance.
3. A current (within 6 months) Police Clearance will be required.
4. Current Working With Children Check.
5. "C" Class driver's license.

### **Appointment is subject to:**

1. Eligibility to Work in Australia.

### **Training:**

1. Complete induction within three months of commencement.
  2. Complete any training specific to the role required by Departmental or WA Museum policy.
  3. Complete the Department's Accountability and Ethical Decision-Making training within six months of appointment.
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