



**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 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

Senior Project Officer (Work Health Safety)

Position Number

14035

Classification Level

Level 5 (L5)

Award/Agreement

Public Service Award 1992 / PSGO CSA GA

Directorate

Chief Executive Office

Branch/Team

Choose an item.

Physical Location/s

One40 William, Perth

REPORTING RELATIONSHIPS

Position reports to

Director Strategy and Governance, L8

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Responsible for the development and implementation of policy and procedures and undertakes Governance and Compliance management and reporting.

STATEMENT OF DUTIES

- Undertakes research, analysis, evaluation of issues, and development and implementation of procedures, policies, and legislation.
- Evaluates research and/or project findings; prepares reports and briefing papers; makes recommendations and/or presents options and best outcomes.
- Undertakes projects relating to the WA Museum's work, health and safety, and governance and compliance matters.
- Works broadly and flexibly across the Museum to support all areas in their work, health and safety, governance and compliance practices and reporting.

- Establishes and maintains effective communication channels with project teams, and internal and external stakeholders, including negotiating and implementing change as and where required.
- Researches and reports on trends and their implications in relation to the achievement of the Museum's overall objectives and future requirements.
- Acts as Executive Officer to Committees, Working Parties and Reference Groups.
- Undertakes other duties as directed, having regard for the skills, knowledge, and abilities of the employee.
- Other duties as required with respect to the scope of the position.

WORK RELATED REQUIREMENTS

Essential

1. Ability to understand and apply legislation and policy to support government and organisational objectives.
2. Ability to develop policy and procedures and to then implement and evaluate change.
3. High level of verbal and written communication skills including strong interpersonal, stakeholder liaison and report writing skills.
4. Well-developed planning, organisational and project management skills with the ability to meet specified timeframes.
5. Well-developed conceptual, analytical and evaluation skills with the ability to provide advice and interpretation on a wide range of issues.

Desirable

1. Experience in and understanding of work health and safety legislation or operations within a museum environment.
2. A tertiary qualification in a relevant field.



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SPECIAL CONDITIONS

- Nil

APPOINTMENT IS SUBJECT TO

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