



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

JOB DESCRIPTION FORM: Project Officer

ABOUT GWOONWARDU MIA

In 2019, the Western Australian Museum re-opened and now manages Gwoonwardu Mia – the Gascoyne Aboriginal Heritage and Cultural Centre.

Gwoonwardu Mia is a multipurpose Cultural Centre hosted on Yinggarda Country in Carnarvon that recognises and celebrates the Culture and Country of the five Aboriginal language groups of the Gascoyne Region, Yinggarda, Bayungu, Malgana, Thadgari and Thalanyji.

Based in Carnarvon, the Centre has worked with people from each of the five language groups to celebrate and share their stories and culture. What began 26 years ago with a WA state government land title exchange, with the Gnulli group, to build a Heritage and Cultural Centre to create ***“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
- Central Gallery
- Outdoor Performance Space and Ethnobotanical garden/grounds
- Permanent Interpretive Exhibition – Burlgarnya Wanggaya – Old People’s Stories and Untouchable Stories of the Gascoyne.
- Emerging Art Centre facility/activity.

DETAILS

Position Title	Position Number
Project Officer	15638
Classification Level	Award/Agreement
Level 4	PSA / PSGO CSA GA 2017
Directorate	Physical Location
Regions	Carnarvon
Branch Team	Effective Date
Gwoonwardu Mia	1 September 2022

REPORTING RELATIONSHIPS

Position reports to

Operations Manager,
Engagement and
Events, Level 5

Positions reporting to this position

- Nil

PURPOSE OF THE POSITION

Contributes to the achievement of strategic and business objectives. Assists with the coordination, development and implementation of various projects and initiatives.

STATEMENT OF DUTIES

- Coordinate the development and implementation of a range of projects in support of the Gwoonwardu Mia's objectives.
- Liaise with the Gascoyne Aboriginal Communities, government agencies and stakeholders as required.
- Prepare and coordinate reports, submissions, briefings, correspondence, and advice.
- Undertake detailed research and analysis.
- Assist in the evaluation and review of project outcomes.
- Prepare and manage project budgets in accordance with finance policy and procedures.
- Monitoring contracts and ensuring agreed outcomes and KPIs are met.
- Liaise with relevant stakeholders to deliver special projects including but not limited to school holiday programs, artist in residence, yarning circles, sky gazing, education program, exhibition launches, publicity and promotional and community engagement projects.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- 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 in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. **Aboriginality (under Section 50D of the Equal Opportunity Act) is considered essential.**
2. An understanding and experience of engagement with Aboriginal groups and individuals.
3. Knowledge of project management, including the ability to deliver agreed outcomes within specified timeframes.
4. Sound research, analytical and problem-solving skills.
5. Experience in contribution to policy development.
6. Well-developed verbal, interpersonal and written communication skills including the ability to communicate well with colleagues, other agencies and community groups.
7. Experience in contributing to the achievement of team outcomes.
8. Experience in managing budgets.
9. Proficiency in Microsoft Office.

Desirable

1. A tertiary qualification in a relevant field.
2. Experience working in regional Western Australia and/or remote locations.

SPECIAL CONDITIONS

1. Work outside normal business hours and on weekends will be required from time to time
2. Regional and interstate travel may be required.
3. District Allowance.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. A current (within 6 months) National Police Clearance Certificate.
3. A working with children check.
4. Current Western Australian Driver's License

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.