# 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 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).

Respectful Inclusive Accountable Enterprising

Recognition of Aboriginal

and Torres Strait Islander peoples as the First Peoples of Australia

**OUR VALUES**

Inspiring curiosity to explore the past, question the present

and shape the future.

**OUR MISSION**

# ORGANISATIONAL PILLARS

**1**

**2**

**3**

**4**

An informed and engaged community working together for a better future.

**OUR VISION**

|  |  |  |  |
| --- | --- | --- | --- |
| Sustainability | At the Heart of the Community | Aboriginal and Torres Strait  Islander Peoples | State-wide |

**DETAILS OF THE POSITION**

**Position Title** Project Officer **Classification Level** Level 3 (L3)

**Directorate** Collections & Research **Physical Location(s)** Welshpool, WA

## Position Number

16551

## Award/Agreement

Public Service Award 1992/PSGO CSA GA

## Branch/Team

Science

# REPORTING RELATIONSHIPS

## Position reports to

Head of Science **Positions reporting to this position**

* Nil

# PURPOSE OF THE POSITION

The position is responsible for the co-ordination of the Legacy Collection project. This involves the organisation and logistics in the registration, curation and database entry of specimens held in the Natural Sciences Collection at the WA Museum’s Collection and Research Centre. The position has a key role in the recruitment and day-to-day coordination of volunteers assisting with the project.

# STATEMENT OF DUTIES

### Project Coordination

* Assists and coordinates the logistics of registering material in the Natural Sciences Legacy Collection, including identifying and curating specimens, numbering and recording the specimen in the Collections Database Management System.
* Undertakes any digitisation (including photographic images) of specimens as required prior to database entry.
* Works with Curators and Technical Officers in determining the priority specimens to be registered.
* In consultation with relevant staff, develops comprehensive workflows for collating and recording relevant collections held by the Natural Sciences department.
* Provides monthly progress reports to the Legacy Collection Advisory Team.

### Recruitment and Organising Volunteers

* Coordinates the recruitment of volunteers to the Legacy Collections Project.
* Coordinates the weekly roster of volunteers involved in the project to ensure best use of resources.
* Provides on-the-job training and supervises the day-to-day registration and data entry undertaken by volunteers.
* Maintains a safe and healthy work environment.
* Other duties as required with respect to the scope of the position.

# WORK RELATED REQUIREMENTS

## Essential

1. Demonstrated Project Management skills, including the ability to deliver agreed outcomes in the specified timeframes.
2. Organisational and analytical skills related to areas of specimen recording and digitisation.
3. Knowledge of contemporary museum and curatorial practices as it relates to natural science collections.
4. Demonstrated ability to work independently and as part of a team and to complete tasks to a high quality within the allocated time and budget.
5. Well-developed oral and written communication skills and an ability to develop and deliver training to other Museum staff and volunteers.

# DESIRABLE

* 1. Bachelor’s degree in Biological Sciences or equivalent.
  2. Experience with database entry and management.

# SPECIAL CONDITIONS

* Ability to assist with fieldwork away from Perth, if required.

# APPOINTMENT IS SUBJECT TO

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