## 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 Creative Industries, Tourism and Sport (CITS).

## 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

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

## DETAILS OF THE POSITION

**Position Title**

Aboriginal & Torres Strait Islander Project Officer

**Classification Level**

Level 3 (L3)

**Directorate**

Office of CEO

**Physical Location(s)**

WA Museum Boola Bardip, Perth

**Position Number**

13697

**Award/Agreement**

Public Service Award 1992/PSG CSA GA

**Branch/Team**

Aboriginal & Torres Strait Islander Interests

## REPORTING RELATIONSHIPS

**Position reports to**

* Senior Aboriginal and Torres Strait Islander Advisor, L7

**Positions reporting to this position**

* Nil

## PURPOSE OF THE POSITION

Provide project and administrative support to the WA Museum and the Senior Aboriginal and Torres Strait Islander Advisor.

## STATEMENT OF DUTIES

### Project Support

* Work across the WA Museum, including regional sites, assisting with project deliverables.
* Work with various teams to assist in the development of programs and content with an

Aboriginal and Torres Strait Islander focus.

* Provide project support, including preparing correspondence, reports, and other project relevant documents.
* Assist in delivery and reporting of the Museum’s RAPs.

### Team Collaboration and Administration

* Work within the Culture and Arts sector and with external stakeholders to deliver the desired outcomes of the WA Museum.
* Work well with other teams to provide support on Aboriginal and Torres Strait Islander

matters.

* Provide reports/written information, as required
* Provide support for the day-to-day activities of the Aboriginal & Torres Strait Islander team and the directorate, including general Administrative tasks.
* Other duties as required with respect to the scope of the position.

## WORK RELATED REQUIREMENTS

### Essential

1. Aboriginality is a genuine occupational requirement and is authorised under Section 50d of the *Equal Opportunity Act 1994.*
2. Ability to engage with, and build strong working relationships with, a diverse range of people and communities.
3. Demonstrated organisational and planning skills, with the ability to manage competing priorities.
4. Demonstrated good written and verbal communication skills.
5. Demonstrated research, analytical and problem-solving skills.

## SPECIAL CONDITIONS

* + May be required to work at different locations within the metropolitan area.

## APPOINTMENT IS SUBJECT TO

* Eligibility to Work in Australia.
* A current (within six (6) months) National Police Clearance Certificate