## 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**

Project Officer (Palaeontology)

**Classification Level**

Level 3

**Directorate**

Science

**Physical Location(s)**

Collections and Research Centre, Welshpool

**Position Number**

16910

**Award/Agreement**

**Public Service Award 1992 / PSGO CSA GA**

**Branch/Team**

Earth & Planetary Sciences

## REPORTING RELATIONSHIPS

**Position reports to**

Head of Earth &

Planetary Sciences

**Positions reporting to this position**

* nil
* nil

## PURPOSE OF THE POSITION

The position will be responsible for assisting in the delivery of the Cretaceous Marine

Ecosystems project based in the coastal Gascoyne region. This will involve expediting the

registration and digitisation of WA Museum specimens relevant to the geographic area identified by the project team, with the overarching goal of collecting data to meet with objectives and deliverables of the project.

## STATEMENT OF DUTIES

* Organise and co-ordinate the logistics of registering palaeontological material in

the Natural Science Collection, particularly as it relates to the Cretaceous Marine

Ecosystems project.

* Undertake any digitisation (photographic images) of specimens as required prior to

database entry.

* Work with the project lead in determining priority specimens to be registered.
* In consultation with relevant staff, develop comprehensive workflows for collating and

recording relevant collections held in the Natural Science Collection.

* Support Museum staff in the publication of scientific manuscripts from data

collected during field-related activities.

* Provide monthly progress reports to the project lead in the form of a number of

registered materials.

* Provide on-the-job training and supervise the day-to-day registration and data entry

undertaken by volunteers assigned to the project.

* Undertake fieldwork where necessary which will include the planning of field work

logistics.

* Maintain 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 palaeontological 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.
6. Experience in the taxonomic identification of fossil vertebrate and invertebrate specimens.

**Desirable**

1. Bachelor’s degree in Geological Sciences or equivalent.

**2.** Experience with database entry and management similar to those used in a museum setting.

**3.** Experience with image capture/photography.

## SPECIAL CONDITIONS

A “C” Class Drivers Licence.

Ability to undertake remote fieldwork away from Perth.

## APPOINTMENT IS SUBJECT TO

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