



## POSITION DESCRIPTION

<b>Position Title:</b>	Museum Officer		
<b>Classification:</b>	6	<b>Status</b>	Part Time
<b>Group:</b>	Infrastructure and Environment	<b>Business Unit:</b>	Environment and Heritage
<b>Reports to:</b>	Coordinator Climate Change and Heritage		
<b>Direct Reports:</b>	Nil	<b>Date:</b>	January 2025

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

Promote the Emerald Museum and drive implementation of the Emerald Museum Strategic Plan.

Support the Nobelius Heritage Park and Museum Committee in the daily operations and management of museum collections.

To oversee stakeholder management and provide leadership to impart museum collection and conservation skills to community volunteers and key stakeholders, ensuring effective communication, engagement, and collaboration.

## **KEY RESPONSIBILITIES AND DUTIES**

Key responsibilities include, but are not limited to:

- Oversee the implementation and lead future reviews of the Emerald Museum Strategic Plan. including supporting the Community Asset Committee to fulfil their responsibilities under the Emerald Museum Strategic Plan.
- Develop and implement museum specific policies, ensuring alignment with National Standards for Australian Museums and Galleries.
- Create, maintain and review collections strategies which generate close engagement with stakeholders and the wider community.
- Undertake museum collection management and administration
- Provide appropriate training and oversight of volunteers in all aspects of the Museum's collection management, including conservation, cataloguing and accessioning.
- Provide the Community Asset Committee with guidance and support in seeking external funding and other grant opportunities.
- Develop and maintain professional networks particularly museum and gallery networks such as Museums Australia Victoria.
- Liaise with tourism and cultural networks across the Shire to assist with publicity, promotion and marketing opportunities.
- Assist and guide the creation of new exhibitions.
- Supports annual financial reporting requirements.
- Review and maintain information on Council's public website and social media presence.
- Any other duties within limits of the employee's skill, competence and training.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Museum Officer will be responsible for assisting the Community Asset Committee to fulfil their responsibilities under the Emerald Museum Strategic Plan
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

## **JUDGMENT AND DECISION MAKING**

- The Museum Officer will be responsible for making recommendations on appropriate use and care of the museum and its collections.
- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Knowledge and skills in museum collection management.
- Ability to review current museum collection and management policies and procedures and identify areas for development or improvement.
- Technical knowledge to carry out audits, cataloguing and restoration of museum collections, materials and objects.
- Museum exhibition and display knowledge and skills,
- Proficient use of Microsoft Office applications and cataloguing software.
- General experience with IT hardware and software including familiarity with museum collections
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

## **INTERPERSONAL SKILLS**

- Ability to effectively communication with a diversity of stakeholders and community groups
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Excellent written communication skills
- Demonstrate self-awareness and a commitment to personal growth.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

## **MANAGEMENT SKILLS**

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Demonstrated experience developing and maintaining strong working relationships with volunteer groups.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications in museum studies, art curatorship, tourism, or industry qualification and/or equivalent experience in a comparable environment.
- Experience in museum collection management.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Experience in museum conservation including classifying specimens, cataloguing and maintaining records of collections.
- Experience in museum collection management, data analysis and report writing, with a strong attention to detail.
- Proven experience in stakeholder engagement, communication, and relationship management, especially in a construction, development, or economic development context.
- Experience in project coordination, planning, and implementation, with a focus on economic development projects or community revitalisation efforts.
- Experience in crisis response, conflict resolution, and managing challenging situations with stakeholders, such as during construction disruptions or community controversies.
- A current Victorian Drivers Licence.

## KEY SELECTION CRITERIA

- Tertiary qualifications in museum studies, art curatorship, tourism or industry qualification and/or equivalent experience in a comparable environment.
- Ability to oversee the implementation of Strategic Plans and lead future reviews.
- Demonstrated ability to review current museum collection and management practices, policies and procedures and identify and recommend improvements.
- Knowledge and experience of museum curatorship principles, policies, regulations, and best practices related to construction projects and community engagement.
- Experience in museum collection management.
- Demonstrated ability to provide training and assistance in museum conservation.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

### Tenure

This is a part time ongoing position.

### Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.