

POSITION DESCRIPTION

TITLE:	Museum Officer
CLASSIFICATION:	Band 5
STATUS:	PART TIME (0.4 FTE)
BUSINESS UNIT:	Environment
DATE:	September 2017

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outlined in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIP

Reports to:	Environment Team Leader
Supervises/Direct Reports:	Nil
Internal Liaisons:	Sustainability and Heritage Planner, Nobelius Heritage Park and Emerald Museum Committee of Management, Project Steering Committee, other areas of Council
External Liaisons:	Local Historical Societies, Museums Victoria and other relevant government agencies

POSITION OBJECTIVES

- To assist and support the Nobelius Heritage Park and Museum Committee of Management in the daily operations and management of museum collections
- Help promote the museum
- Provide leadership as required and impart museum collection and conservation skills to community volunteers within the Committee of Management

- Lead the review of the Nobelius Heritage Park and Emerald Museum Strategic Plan working in collaboration with the committee

KEY RESPONSIBILITIES AND DUTIES

Strategic program planning and development

- Lead the review of the Nobelius Heritage Park and Emerald Museum Strategic Plan
- Assist with the development and implementation of museum specific policies and ensuring alignment with Australian National Standards
- Assist to create, maintain and review collections strategies which generate close engagement with stakeholders and the wider community

Museum collection management and administration

- Provide the Committee of Management 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
- Provide appropriate training and oversight of volunteers in all aspects of the Museum's collection management, including conservation, cataloguing and accessioning

Promotion, marketing and audience development

- Liaise with tourism and cultural networks across the Shire to assist with publicity and marketing opportunities
- Assist and guide the creation of new exhibitions

Risk management

- Contribute to making Cardinia Shire as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Framework
- Communicate risk minimisation actions and strategies with the committee

POLICY AND PROCEDURE COMPLIANCE

- Adhere to HR, IT, OH&S/Risk Management policies, procedures and practices

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Museum Officer will be responsible for assisting the Committee of Management to fulfil their responsibilities under the Emerald Museum Strategic Plan
- Freedom to act is set by clear objectives
- Decisions and actions may be subject to review or appeal by more senior employees
- Demonstrate personal and professional integrity at all times consistent with Cardinia's values

JUDGMENT AND DECISION MAKING

- The Museum Officer will be responsible for making recommendations on appropriate use and care of the museum and its collections
- The role may involve problem solving using existing guidelines, professional/technical knowledge or experience
- Guidance and advice is usually available within a timeframe to make a choice
- Objectives of the role are well defined

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and skills in museum collection and conservation 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

INTERPERSONAL SKILLS

- Ability to effectively communicate with a diversity of stakeholders and community groups
- Excellent written communication skills
- Ability to work individually and as part of a team
- Ability to attend to detail
- An appreciation of local history
- An objective, methodical approach to work
- Ability to gain cooperation and assistance from clients, members of the public and other employees
- Write reports in field of expertise and/or prepare external correspondence
- Maintain communication and consultation channels to share information and knowledge

MANAGEMENT SKILLS

- Ability to support the volunteer Committee of Management
- Experience in museum collection management (desirable)
- Ability to plan own work and organise priorities
- Achieve specific objectives within available resources and timetable
- Contribute to activities that support a collaborative, innovative and values based organisation
- Contribute and continually develop own capabilities to meet performance expectations and seek additional expertise when required

QUALIFICATIONS AND EXPERIENCE

- Degree in Museum Studies or a related field
- Experience in museum collection management (desirable)
- Current Victorian divers licence

KEY SELECTION CRITERIA

- Degree in Museum Studies or a related field
- Experience in museum collection management (desirable)
- Current Victorian divers licence
- Demonstrated ability to lead the review of the Nobelius Heritage Park and Emerald Museum Strategic Plan
- Demonstrated ability to review current museum collection and management policies and procedures and identify and develop new policies where needed
- Demonstrated ability to provide training in museum conservation
- Demonstrated experience working with volunteer groups

- Experience in museum conservation including classifying specimens, cataloguing and maintaining records of collections

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2014 and Cardinia's policies and procedures.

Tenure This is a part time (0.4 FTE) ongoing position

Police Record check Appointments are subject to a satisfactory National Police Record Check.