Position Description

Position Title:	Senior Museum Collections and Curator Officer		
Position Level:	Level 7	**Employment Agreement:**	2024 City of Bunbury EBA
Directorate:	Corporate & Community	**Position Number:**	HR4076
Business Unit (Department):	Community Connection	**Primary Location:**	Bunbury Museum & Heritage Centre
Team:	Bunbury Museum & Heritage Centre & Wardandi Wanil Art Centre	**Hours:**	60.8/ Fortnight

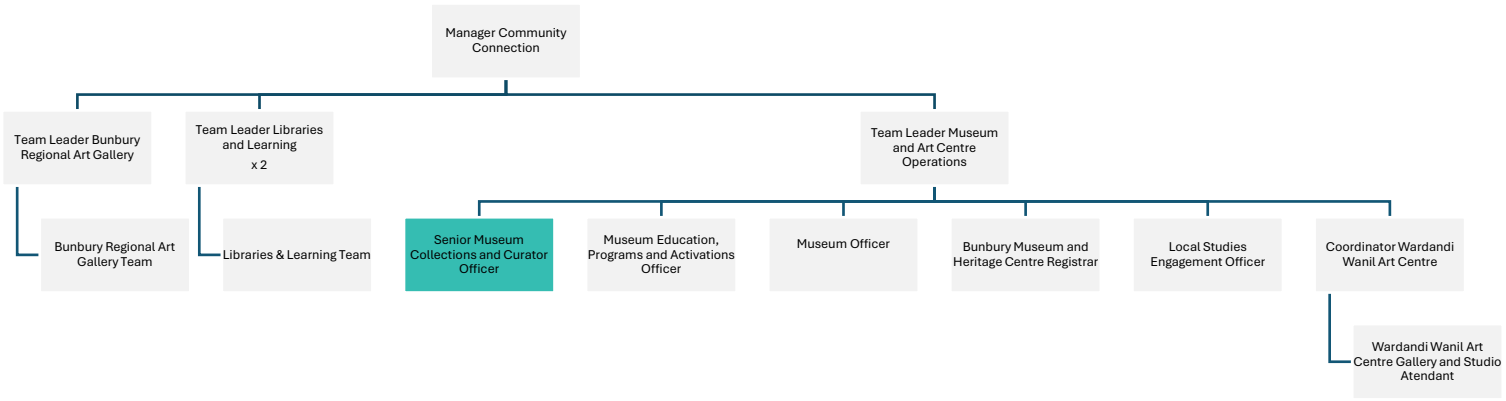
Position descriptions are amended from time to time; therefore, you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Senior Museum Collections and Curator Officer is responsible for managing the City's collections of artefacts and leading the development and delivery of events, education programs and the production, management and delivery of all exhibitions. This role also develops and delivers the exhibition framework in line with Museum Policy and prepares and maintains the collection conservation management plan to ensure objects in the collection are maintained to appropriate museum standards.

Bunbury Museum & Heritage Centre & Wardandi Wanil Art Centre Structure



Key Accountabilities

- Manage the City's Local Studies archival collections, including accessioning new donations, cataloguing and documentation, research, image requests, and answering local history enquiries with support from the Local History Engagement Officer.
- Manage the City's collections of artefacts (the Museum collection, Civic Collection, Sister Cities Collection and Education Collection) including accessioning new donations, cataloguing and documentation, loans, object movement control, storage, use, de-accessioning, and preventative conservation with support from the Museum Registrar.
- Oversee the development and delivery of public programs, school excursions, school holiday workshops, tours, lectures, and other events, in collaboration with the Museum Education, Programs and Activations Officer.
- Regular delivery of temporary exhibitions and maintenance of permanent displays with support from Museum team.
- Develop and deliver an exhibition framework in line with Museum Policy.
- Prepare and maintain a collection conservation management plan, collection disaster plan, and maintain a disaster preparedness kit for quick deployment.
- Oversee the assessment, production, management, delivery, installation and takedown, of all exhibitions and events, including the development, curation, and delivery of high-quality exhibitions of the Museum collection items, to ensure alignment with the Museum's purpose.

Authority and accountability

- Prepare and deliver exhibition briefs, curatorial workshops, lectures, and talks.
- Provide in-depth support, guidance, and advice, and internal or external recommendations to stakeholders on matters relating to collections and curatorial services.
- Research, coordinate, and monitor the condition of collection objects.
- Lead provision of professional museum standards of care, research, interpretation, exhibition and management for the Museum collection.
- Provide data-driven insights, recommendations, and decision support to executive leaders to enable informed, strategic decision-making that drives the City's collection of artefacts.
- Ensure documentation and reports are produced and distributed within agreed timelines and quality standards.

- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Ensure correspondence is responded to within agreed timelines and quality standards.

Judgment and problem solving

- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.
- Identify and address collection and curatorial issues, drawing on professional judgment.

Specialist knowledge and skills

- Facilitate inward and outward travelling exhibitions and object loans in consultation with Museum Registrar.
- Apply specialist knowledge of collections and curatorial practices to deliver outcomes.
- Stay updated on industry trends and best practices in collection management, museum standards and conservation.
- Maintain an understanding of the Museum's goals and objectives.
- Carry out research activities to inform project opportunities as directed by the Team Leader Museum and Art Centre Operations.
- Participate in training programs and initiatives to enhance professional performance.
- Prepare clear and persuasive documentation to support exhibitions, programs and events.
- Interpret policy, research, and project information to inform recommendations and decisions.

Management skills

- Establish external funding/sponsorship for museum initiatives where appropriate, in liaison with the Team Leader Museum and Art Centre Operations.
- Lead the maintenance and continual improvement of the collection database and collection records for the Bunbury Museum and Heritage Centre.
- Provide guidance on collections and curatorial systems, processes, and documentation requirements.
- Coordinate project activities, monitoring and reporting on progress to ensure delivery in line with project scope and timeframes.
- Manage allocated resources and timelines to ensure delivery of collections and curatorial initiatives.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Maintain and update operational forms, master documents, information files, processes, policy, and procedures for collection management and exhibitions, displays and programs.
- Outside of hours and weekend work may be required in this role.
- Undertake other duties as directed by the Team Leader Museum and Art Centre Operations.

Interpersonal skills

- Collaborate with relevant stakeholders, both internal and external, to gather essential data, analyse market trends, and build a compelling case for Museum projects.
- Proactively identify and implement opportunities to build and strengthen stakeholder relationships that promote the City's priorities and bring additional value to the community.
- Work closely with the Integrated Planning Team and Finance Department to review current and upcoming approved projects, identify funding opportunities, and communicate strategies for stronger alignment and value-adding.
- Represent the City professionally in stakeholder interactions and forums.
- Communicate complex information clearly through reports and documentation.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.

Key Relationships

Reports To	• Team Leader Museum and Art Centre Operations
Supervises	• Nil
Indirect Positions Managed	• Nil
Key Internal Relationships	• All City of Bunbury Employees • Integrated Planning Team • Finance Department
Key External Relationships	• Local and State Government Agencies • City of Bunbury Ratepayers & Residents • Community Groups • Educational Institutions • Industry Specific Professional Groups • Elected Members • General Public • Volunteers

Financial Accountability and Delegations

Financial Accountability	• Acts within established practices. • Purchasing limit $2000
Delegations	

Extent of Authority

This position may exert influence in the following:
• Prioritise own work to ensure all tasks are performed within a satisfactory timeframe. • Exercise initiative and/or judgement within clearly established Policies and Procedures. • Is fully accountable for the content, accuracy, validity and integrity of advice provided. • Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Degree or Advanced Diploma in Museum Studies, History, Cultural Heritage, or related field, and/or extensive training or industry experience.	✓	
Proven experience in museum curation, including exhibition development and collection management.	✓	
Substantial experience in undertaking research and literature review.	✓	
Demonstrated significant experience in producing high quality documentation that is concise and clear in audience, target outcomes sought, and information provided.	✓	
Experience in the use of analysis and data to make recommendations.	✓	
Experience providing information and advice to customers / senior stakeholders.	✓	
Experience communicating with, engaging, and coordinating a variety of stakeholders.	✓	
Experience building and maintaining relationships with a range of stakeholders.	✓	
Experience in develop0ing and delivering community engagement programs.		✓
Experience in securing grants and sponsorships for museum projects.		✓
Experience in delivering lectures, workshops, and public talks.		✓
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	**Essential**	**Desirable**
In-depth knowledge of museum best practices and standards.	✓	
Understanding of local history and cultural heritage.	✓	
Proficient in the use of museum management software and databases.	✓	
Exceptional communication skills and experience in working with and engaging stakeholders.	✓	
High-level computer literacy, including the ability to develop reports, tables and templates for a variety of audiences.	✓	
Demonstrated stakeholder management skills with the ability to build and maintain positive relationships.	✓	
Demonstrated ability to work collaboratively while under pressure and against tight deadlines without compromising quality of outcomes or organisational culture and behaviour.	✓	
High-level interpersonal skills and proven ability to work autonomously and as part of a team to gain co-operation to discuss and resolve problems.	✓	
Ability to work varying hours on occasion, including weekends and evenings.	✓	
Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.	✓	
Demonstrated time management and prioritisation skills.	✓	

Disciplined approach and attention to detail.	✓	
Well-developed negotiation, problem-solving and analytical skills, with the ability to use discretion at all times.	✓	
Ability to develop and implement innovative programs and exhibitions that attract and engage visitors.		✓
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes



We are Open

O

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance



We are Brave

B

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:	**Georgia-Mae O'Brien Manager, Community Connection**	**Key accountabilities accepted by Employee:**	
Signed:		**Signed:**	
Date:		**Date:**	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.