

**POSITION DESCRIPTION**

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| **Position Title:** | Museum and Heritage Administration Assistant |
| **Position Number:** |  |
| **Division:** | Community, Recreation and Cultural Services |
| **Section:** | Cultural Services |
| **Grade:** | 4 |
| **Delegations:** | Nil/See attached document (as per Council’s Delegations Register). |

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| **Primary Purpose of Position** |
| To provide administration services and support on a range of Museum and Heritage Programs. |

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| **Sectional Structure** |
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| **Selection Criteria** |
| **Qualifications/****Licences** | * Certificate III Business Administration or similar qualification
* Current Class C Driver’s licence
* Satisfactory Criminal Background Check
* Current RSA Competency Card
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| **Skills and Experience** | * Experience in a similar role
* Demonstrated ability to compile, format and proofread correspondence including drafting meeting minutes, creating mail merges and formatting large documents
* High level communication skills both verbal and written including research skills and the ability to develop, implement and review new systems and procedures
* Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
* Well-developed computer literacy skills in the use of a variety of computer software packages
* Demonstrated ability to work and contribute as part of a team
* Proven ability to work unsupervised
* Demonstrated ability to model Council’s key values and desired behaviours
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| **Key Accountabilities/Duties** |
| * Provide administration assistance to the Museum Manager and Heritage Co-ordinator and other Museum Staff
* Work independently to produce standard and non-standard correspondence, reports and documentation that require original content and record these on Councils Electronic Information Management System
* Provide administrative support with the implementation of the Orange Heritage Management Strategy and the Orange Regional Museum Strategic Plan including facilitation of Local Heritage Assistance Fund, Orange City Council Cultural Heritage Awards, Schools Award program
* Undertake agenda, minutes and report writing for Cultural Heritage Community Committee, and Orange Regional Museum Community Committee
* Assist with enquires and customer service relating to Museum and Heritage matters including banking procedures
* Assist in the management and maintenance organisation of Council assets such as Barker’s Cottage, Wentworth Mine Site, Spring Hill Hall, Lucknow Community Hall and Lake Canobolas Pump House
* Co-ordinate meetings and attend as a group member and support decision-making with other team members
* Ensure all projects and activities are completed to an acceptable standard, within specified timelines
* Maintain and update the Orange Regional Museum and Orange Heritage on-line presence according to established guidelines
* Assist with the development of interpretative signage, including research
* Assist with the setup, running and pack up of Museum and Heritage events (which may include afterhours and weekend work)
* Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time
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| **Corporate Values** |
| As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council’s corporate values are listed below:* **Respect** – is honest and respectful towards others and works as part of a team
* **Ownership** - takes responsibility for actions
* **High Performance** -  pursues performance excellence and continually looks for improvement
* **Customer Focus** -  demonstrates a customer focused approach towards internal and external customers
* **Safety** -  works safely, in accordance with Council’s Work Health and Safety policy and procedures
* **Equal Employment Opportunity (EEO**) – complies with EEO principles and respects diversity
* **Leadership** –Council encouragesall its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively
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| **Work Health and Safety Responsibilities** |
| All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:* Complying with Council’s WHS policies and procedures
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
* Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
* Participating in any applicable WHS consultation arrangements
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
* Correctly using all personal protective equipment
* Complying with emergency and evacuation procedures and site rules if applicable
* For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)
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| **General** |
| * The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
* Local Government (State) Award conditions apply to all entitlements.
* The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
* Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.
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*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

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| **Name of Employee** |  |
| **Signature of Employee** |  |
| **Date** |  |

*Human Resources Only: This position’s ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay*