

PART 1 – POSITION DETAILS

Position Title	Museum Education Officer
Position Number	NB0611
Division	Planning & Place
Business Unit	Strategic & Place Planning
Grade	Northern Beaches Grade A
Reports to	Manager Aboriginal Heritage Office
Hours	70 hours per fortnight
Status	Temporary 12 Month – Full time
Date of last review and update	September 2019

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Planning & Place

The Planning & Place Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Development Assessment, Strategic & Place Planning and Environmental Compliance.

PART 2 – BUSINESS UNIT OVERVIEW

Strategic & Place Planning – Aboriginal Heritage Office

The Strategic & Place Planning Business Unit is responsible for developing sustainable land use and design strategies for Council's diverse regions ranging from established urban areas, through to urban renewal activity centres, future growth areas, rural and environmental significant areas.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to the Manager, Aboriginal Heritage Office the Museum Education Officer will:

- Welcome visitors into the museum
- Educate people of all ages about the Aboriginal history of northern Sydney
- Answer questions about the objects in the museum

- Maintain the cabinets and displays
- Keep the museum displays clean and tidy
- Create brochures and advertisements for the museum
- Design new exhibits

Key Responsibilities

- Ensure compliance with Council processes and procedures.
- Liaise with the public and external groups/organisations.
- Build and maintain productive relationships with senior level internal and external stakeholders.

People Leadership

- Role model the Northern Beaches Councils values and behaviours.

Operational

- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC.
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures.
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team.
- Document and communicate WHS issues to the Manager.

Business Performance

- Identify and implement cost savings.
- Identify and implement any possible alternative income and revenue generation Identify and implement new processes, procedures or systems to improve efficiency.
- Actively participate and contribute toward the integration of core services across council.
- Drive increased business performance through values based work.
- Form short, mid and long term goals and plans and delegate within the team to achieve Business Unit outcomes.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Previous experience in a customer service or child care role
- Working with Children Check
- First Aid Certificate

Capabilities & Knowledge

- Strong communication and interpersonal skills
- Strong presentation skills
- Strong attention to detail
- Demonstrated organisational skills
- Ability to create brochures, advertisements and new displays
- Demonstrated commitment to EEO, WHS and ethical practice principles

PART 5 – DESIRABLE CRITERIA

- Aboriginal Identified Person
- Previous museum experience
- Knowledge and understanding of local government.