



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION
DESCRIPTION

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POSITION TITLE	Program Leader - Museums	CLASSIFICATION	Level Six (6)
DIRECTORATE	Planning, Environment and Community Services	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
DEPARTMENT	Engaged Communities	REPORTS TO	Coordinator Community Hubs
POSITION NO.	66,760.00	LAST REVIEW DATE	September 2024

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering Council's primary community and customer facing services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... Building communities through engagement, trust, innovation and value.

C. DEPARTMENT & POSITION SUMMARY:

Engaged Communities is one of five (5) departments making up the PECS Directorate and is responsible for leading Council's functions across our primary interfaces with communities, through our network of Community Hubs and our community development and engagement programs.

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The purpose of Engaged Communities Department is to deliver excellence in how communities relate to, engage and do business with Council, through a network of purpose-built and integrated Community Hubs that deliver first-point-of-contact customer services, transactions and library services, as well as contemporary relationship building and engagement practice, events and community development programs which are highly attuned to the needs and aspirations of Isaac communities.

The Program Leader - Museums is responsible for the operation of the Clermont Historical Centre and Historic Nebo Museum, in addition to administering regional sites of historic significance including the Copperfield Store, Copperfield Chimney and St Lawrence Static Museum. They are also responsible for the supervision of both staff and a volunteer workforce to support operations.

The Program Leader - Museums is principally responsible for the management of historically significant records, artefacts, assets and collections of the Isaac Region, in addition to administering the processes, procedures, systems and reporting frameworks required to maintain efficient and effective museum service delivery. They are the steward, gatekeeper and advocate the region's historic legacy for future generations.

They also work in collaboration with the frontline staff of the region's seven Community Hubs, which will be active and vibrant venues where Isaac communities can undertake their transactional business with Council, but also engage in community programs and events, be informed about and participate in a range of community building and development activities and celebrate essential communities-of-interest. The Community Hubs will also be a focal point for bringing together other functions across PECS (e.g. community engagement, economic development, community facilities, community education and compliance functions) and indeed across Council as a whole.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Administer the day-to-day operations of the Clermont Historical Centre;
2. Management and development of the grounds, buildings/structures and collections housed at the Clermont Historical Centre, Copperfield Store and Copperfield Chimney site;
3. Management and development of the collections housed at the Historic Nebo Museum in collaboration with the Frontline Service Officer (Nebo Museum);
4. Management of the St Lawrence Static Museum;
5. Supervision of both staff and a volunteer workforce across the museums business function in collaboration with the Manager Community Hubs;
6. Curate and preserve the historically significant records, artefacts, assets and collections of the Isaac Region;
7. Develop, maintain and administer the processes, procedures, systems and reporting frameworks required to maintain efficient and effective museum service delivery;
8. Research, and support the development of programs and events which effectively promote and showcase the region's historic legacy;
9. Development and implementation of the Clermont Historical Centre Strategic Business Plan;
10. Implementation of Isaac Museums Collection Management Plan:
 - a. Continual development of systems and procedures for accession/de-deaccession, and cataloguing;
 - b. Continual preservation needs analysis to inform preservation works.
11. Develop and implement a Digitisation Plan for the paper-based and artefactual collections held within the Isaac Region;

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12. Identify and source external funding opportunities, though grants, philanthropic donations, community and business/corporate sponsorships;
13. Development of an effective volunteer program to enhance the visitor experience;
14. Provide administration, leadership and support to the Isaac Museums Working Group;
15. Maintain accurate records as they relate to the Museums business function and wider administration of Council including collection and processing of data and statistics;
16. Promote Council's resources, engagements, programs, events and services to advance the organisational objectives of IRC;
17. Travel to and work from other office locations within the region as reasonably required to support IRC service delivery;
18. Contribute to the facilitation of positive community outcomes by fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
19. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose and Council's Vision and Values;
20. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
21. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Strong community-focused ethos and commitment to Isaac Regional Council's Vision and Values and the PECS Noble Purpose.
2. Excellent interpersonal, communication (both written and verbal) and organisational skills.
3. Strong face-to-face engagement capacity.
4. Capacity to work collaboratively, solve problems and resolve conflict.
5. Self-motivated with the ability to work individually and as an effective team member with a continuous improvement approach.

Experience

1. Demonstrated experience working in a museum/gallery environment
Demonstrated experience in collection management, exhibitions, and research.
2. Demonstrated ongoing training and/or engagement with the museums sector to stay up to date with industry developments
3. Ability to provide leadership, training and supervision to staff in a community-facing environment;
4. Strong computer skills, and a high level of experience and knowledge of Microsoft Office suite.
5. Demonstrated experience working with heritage sites/buildings and understanding of the Burra Charter (desirable).
6. Demonstrated experience liaising with internal and external stakeholders, including safety partners, working groups, community groups, First Nations organisations and industry bodies.

Qualifications

Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.

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- Blue Card from the Commission for Children, Young People and Child Guardian, or ability to obtain prior to commencement.

Desirable:

- Tertiary qualification in Museum Studies, Cultural Heritage, Archaeology, History, Library and Information Services, or a related discipline aligned to museum/gallery .
- First Aid and Cardio-Pulmonary Resuscitation Certificates

F. POSITION SPECIFIC REQUIREMENTS & CONDITIONS

- Fully vaccinated against COVID-19 (fully vaccinated means two (2) doses of a vaccine and, if eligible, a booster shot)

G. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs
<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Reaching

H. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

I. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

J. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and

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b. decisions are made based on the principles of sound ethics and sound judgement.

2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

K. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

L. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		



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DATE		
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Isaac Regional Council

We're delivering in a changing world

 **OUR VISION**

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

 **OUR GOAL**

To pursue long-term sustainable futures for Isaac's communities.

 **OUR VALUES**

COMMUNITY FOCUS 

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK 

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

CARING 

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

POSITIVE WORK ETHIC 

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.


We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.

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