



Cultural Heritage Officer

APPLICATION PACKAGE





Dear Applicant

Thank you for your interest regarding the position of Cultural Heritage Officer with the Shire of Toodyay.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Community Profiles;
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Checklist for you to use prior to submitting your application; and
- Applicant Declaration.

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

Tabitha Bateman
Acting Chief Executive Officer
Shire of Toodyay

20 June 2024



Cultural Heritage Officer

The Shire of Toodyay is seeking an enthusiastic and highly motivated individual for the role of Cultural Heritage Officer, within the Community Services and Development and Regulation teams.

The Cultural Heritage Officer is responsible for the development and implementation of strategic heritage frameworks; heritage strategies and policies; the delivery of grants and incentives; curation of the museum's artefacts, and exhibitions. The role is also responsible for increasing public awareness of the Shire's cultural heritage and providing information on heritage planning, conservation and management to build capacity within the heritage aspect of the Shire.

Internal and external stakeholder engagement is required. In this role you will build and maintain productive working relationships, demonstrating initiative and a commitment to delivering excellent customer service.

To attract the right candidate, the Shire is offering an attractive base salary of \$75,000-\$80,000 per annum, plus superannuation. Flexible working arrangements are available. Other benefits include professional development opportunities, uniform allowance, additional superannuation contribution policy and income protection.

If that is you, the application package containing the position description for this role is available on our website at <https://www.toodyay.wa.gov.au/employment/> or by contacting the Records Officer on 9574 9300 or via email records@toodyay.wa.gov.au.

Applications should be marked "CONFIDENTIAL – Cultural Heritage Officer" and forwarded to the Chief Executive Officer at the Shire of Toodyay by mail, in person, via email or through the Seek platform [here](#).

Applications close at **4.00pm on Friday 19 July 2024**.

Please Note:

- The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace. Applicants must have the right to live and work in Australia.
- Canvassing of Councillors will disqualify applicants.
- The successful candidate will need to obtain a current Federal Police clearance, undergo a pre-employment medical examination, and provide evidence of all claimed qualifications before commencing employment

Tabitha Bateman
Acting Chief Executive Officer

Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. The Shire of Toodyay has approximately 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of color with magnificent displays of wildflowers during the spring months. The Shire is part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning “mist”. Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, including the Bendigo Bank, ATM's, post office, cafes, food establishments, a library, pharmacy, day-care, hardware stores, a supermarket, garages, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches. Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay, Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

Guidelines to applying for an advertised vacancy

These guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position. Not all applicants will be interviewed. Those who the panel determine best meet the criteria will be considered for interview.

1. Preparing your application

- (a) The Shire will accept typed applications however neat and legible handwritten applications are also acceptable.
- (b) All information should be stapled and/or secured in the top left-hand corner.
- (c) Refrain from submitting your application bound or in folders.
- (d) Provide copies of supporting documentation rather than original documents however, the original documents **MUST** be made available at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

2. Your application should include the following:

(a) Covering Letter (maximum 4 pages) to support your application

- (i) This letter ought to contain details that align to the selection criteria contained in the Position Description as well as your suitability for the role.
- (ii) Please indicate how you meet the criterion and provide examples of events and projects which assist in demonstrating the relevant experience, knowledge and skills.
- (iii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria (refer to the Position Description for specific criteria).
- (iv) Your Curriculum Vitae (CV) and/or Resume will also support the information contained in your covering letter.

(b) CV/Resume (maximum 4 pages)

- (i) This document should contain current details about you, how we can contact you and outline relevant work history, education, professional development information, qualifications and professional memberships.
- (ii) Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.
- (iii) In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

(c) Referees

- (iv) Please nominate at least two contactable employment referees within your application.

- (v) Referees should be able to comment on your recent work experience, skills and knowledge in relation to the role.
- (vi) Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.
- (vii) Preferably one referee should be your current employer but if this is not possible, someone you have worked for in the past two years and who can comment on your ability for this role in a professional capacity.

(d) Formal Qualifications

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

(e) Evidence of your right to work and live in Australia

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

3. Acknowledgement of your application

The Shire will acknowledge receipt of the application after the closing date.

4. Interview Process

(f) Short Listing

- (i) The panel will short list applicants for an interview who meet the selection criteria.
- (ii) This process may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

(g) Interview Process

- (i) The panel will consist of at least two Managers.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) The intent of the interview is to assess your suitability for the role.
- (iv) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.
- (v) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.
- (vi) Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and may also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

(h) Offer and Acceptance

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

(i) Feedback to applicants

If requested, feedback to unsuccessful applicants will be provided.

5. Forwarding applications for the position

- (a) Written applications **MUST BE** addressed to the CEO at the Shire of Toodyay as follows:

Chief Executive Officer
Shire of Toodyay
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

- (b) Applications must be marked “CONFIDENTIAL – CULTURAL HERITAGE OFFICER”

- (c) You may submit your application through the Seek platform [here](#) or in person or by mail/post to the above address. You may also send your application to records@toodyay.wa.gov.au.

6. Checklist

- (a) Ensure you have the following to make your application:

- Covering Letter.
- Curriculum Vitae(CV) or Resume.
- Copies (**not originals**) of supporting documentation.
- Full application has been proofread prior to submitting.
- The application has been photocopied for personal reference.

- (b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.



APPLICANT DECLARATION

I,

Full Name of the Applicant

of,

Address of the Applicant

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

Signature of the Applicant

Date

Position Description

Cultural Heritage Officer

Portfolio:	Development Regulation and Community Services
Classification:	Local Government Industry Award 2020 L5
Purpose of Role:	This role is responsible for effectively coordinating museum services, promoting the importance of historical landscapes and cultural heritage, and providing strategic and policy advice on issues relating to heritage planning in the Shire of Toodyay.
Complexity:	Medium Complexity
Reports to:	Executive Manager Development and Regulation
Supervision of others:	Volunteers
Delegation of Authority:	Responsibility for operation and development of museum sites and collections, under the direction of the Manager Corporate and Community Services.

General Requirements

- (1) act professionally, ethically and in the best interests of the Shire at all times.
- (2) respect confidentiality and comply with applicable policies, procedures, regulations and laws applicable to the local government authority.
- (3) perform activities and tasks as directed, or reasonably requested and within ability or training.
- (4) ensure clear and regular communication to guarantee the smooth running of activities.
- (5) assist the Executive Manager of Corporate and Community Services as well as the CEO in special projects as directed

Work Health and Safety

- (1) apply understanding of WHS and take responsibility for self and others working safely.
- (2) be familiar with control of hazards from resources in the workplace and identify training needs to ensure optimum competency.

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- (3) engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the status of work health and safety.
- (4) consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- (5) make use of the Work Health and Safety Committee and WHS Representatives to engage and consult regarding work health and safety matters.
- (6) refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way.
- (7) ensure that safe work practices and policies are adhered to.

Responsibilities & Duties

1. Museum Coordination

- (a) coordinate, research, conserve and document the museum collection in accordance with Shire of Toodyay policies and procedures.
- (b) maintain the Corporate and Shire Art collection registers.
- (c) develop educational, entertaining, and informative exhibits at several locations, in accordance with the Shire of Toodyay policies and procedures.
- (d) build, administer and maintain a proactive volunteer program within which volunteers meet and greet visitors, assist with collection management projects and other general assistance as required.
- (e) liaise with Shire staff, government departments and the private sector to develop special projects.
- (f) assist in the promotion of the museums including souvenir development and research, production of promotional materials and information brochures relating to the museums and local history.

2. Heritage

- (a) provide professional reports, coordinate, and attend Council meetings and other relevant committees of Council as required.
- (b) coordinate heritage consultation requirements for developments within the Shire.

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- (c) coordinate the review of Council heritage policies and documents including the Shire's local planning policies relating to heritage, the Municipal Inventory and Heritage List as and when required.
- (d) conduct research to advise the Chief Executive Officer, Senior Management and elected members on matters of heritage, including aboriginal heritage.
- (e) arrange for the preparation of strategies, client briefs and funding submissions in relation to heritage related capital works.

3. Administration and Communication

- (a) museum matters.
- (b) contribute input into heritage records, files, and information systems.
- (c) perform general administrative duties, including correspondence and report writing, using a high degree of initiative to improve processes wherever possible.
- (d) prepare reports for Council appointed Committees and Council as required.
- (e) attend Heritage Advisory Committee Meetings and other staff meetings.
- (a) provide museum information for the Annual Report and monthly Councillor Information Bulletins.
- (b) attend to enquiries and provide a high level of customer service in relation to museums, local history and heritage.
- (c) provide advice and information on cultural heritage as required.
- (a) maintain work situations in a safe, clean and tidy condition to minimise the risk of accidents.
- (b) carry out other duties as requested by management that may be reasonably expected within the scope of the classification level and skill base of the employee.

Values

The following values are expected to be applied by staff in all their activities associated with their role.

Integrity	We behave honestly to the highest ethical standard
Accountability	We are transparent in our actions and accountable to the community
Inclusiveness	We are responsive to the community, and we encourage involvement by all people

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Commitment We translate our plans into actions and demonstrate the persistence that will produce results.

Selection Criteria (Skills, Knowledge & Experience)

- (a) Sound knowledge of heritage conservation principles, practices, and related legislation.
- (b) Sound knowledge of museum and collection management and conservation practice.
- (c) Demonstrated research skills and ability to produce supporting evidence.
- (d) Well-developed time management and organisation skills.
- (e) Ability to work in a team environment as well as working independently.
- (f) Highly developed written communication skills including correspondence, email and report writing.
- (g) Highly developed verbal communication and interpersonal skills.
- (h) Intermediate skills in Microsoft Office applications including Word, Excel, and Outlook.
- (i) Awareness of Work Health and Safety issues and practices.
- (j) Experience with electronic collections databases such as MOSAIC (desirable)
- (k) Ability to plan and manage budgets. (desirable)
- (l) Developed skills in the supervision/co-ordination and training of staff or volunteers. (desirable)
- (m) Experience or knowledge of: (desirable)
 - (i) Marketing or production of promotional materials
 - (ii) Preparing reports on heritage, urban design, and related matters.
- (n) Experience in museum management or related service. (desirable)
- (o) Preparation of funding submissions. (desirable)

Qualifications and/or Training

- (a) Tertiary Degree in museum studies, cultural heritage studies or other related disciplines.

Licences / Clearances

*** All are essential unless otherwise denoted**

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- (a) Hold a current WA C class Motor Driver's Licence;
- (b) National Police Clearance;
- (c) Working with Children Check;
- (d) Pre-employment Medical.

Internal Liaison

- Chief Executive Officer (CEO);
- Other Executive Managers;
- Other Staff;
- Volunteers;
- Council and Community Members.

External Liaison

- Museums Australia
- West Australian Museum
- Government Agencies
- Community Groups
- Heritage Advisors
- Heritage Council of Western Australia
- Toodyay Historical Society
- Aboriginal Heritage referrals
- General Public

PERFORMANCE CRITERIA

Core Competencies

** All are essential unless otherwise denoted*

1. Quality of Work
2. Values & Behaviours
3. Working Relationships

ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities, and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

ACTING CHIEF EXECUTIVE OFFICER – Shire of Toodyay

NAME: Tabitha Bateman

SIGNATURE: _____

DATE: ____/____/____

Cultural Heritage Officer

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

CULTURAL HERITAGE OFFICER

NAME: _____

SIGNATURE

DATE: _____

DATE OF REVIEW:

___/___/___