



Applicant Information Pack

Position: Curator

Date: September 2022

Contents

Application Form – Curator	2
Pre-Employment Health Disclosure Form	3
Position Description	5
Recruitment and Selection Information.....	7

Application Form – Curator



Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date:
	VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____	_____
Signature	Print Name

Date	

Pre-Employment Health Disclosure Form

Curator

Corporate & Community Services

September 2022



Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard |
| <input checked="" type="checkbox"/> Working under pressure | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input checked="" type="checkbox"/> Standing for extended period (1.5 + hours) | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Lifting less than 20kg | <input type="checkbox"/> Lifting 20-35kg |
| <input type="checkbox"/> Lifting more than 35kg | <input checked="" type="checkbox"/> Climbing ladders |
| <input type="checkbox"/> Working at heights (greater than 2 metres) | <input type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p>Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p>Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p>Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p>Print Name</p>	
<p>Signature</p>	

Position Description

Museum Curator

Local Government Modern Award 2010

Level 5

Swansea

September 2022



PRIMARY OBJECTIVE

Coordinate the day to day running of the East Coast Heritage Museum and War Memorial on behalf of the Council as per the Museum's mission statement.

ORGANISATIONAL RELATIONSHIPS

Reports to: Director Corporate & Community

Direct Reports: Museum Officer (Employee and Volunteers)

KEY ACCOUNTABILITIES/CHALLENGES

- Remaining abreast of museum best practice.
- Researching, installing and promoting new exhibits which entice and engage visitors.
- Sourcing, training and maintaining a capable and appropriately skilled volunteer group.
- Maintaining the museum's collection management database systems (CMDS).

PRIMARY RESPONSIBILITIES

- Operate the museum and augments and maintain the museum's CMDS.
- Conduct any required education activities for staff and volunteers as it relates to museum's collection and dedicated exhibitions;
- Determine merchandise appropriate for the museum and oversee its turnover;
- Select, train and roster employees and volunteers to maximise the time the museum is open and available to the public;
- Ensure the museum financials are managed according to budgets set;
- Run staff meetings and or training sessions as required;
- Promote a positive image of Council and the museum at all times.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. Prior experience in museum collections management, exhibitions research and installation, and coordinating education programs
2. A capacity to lead others effectively in a team based service environment.
3. A sound ability to build and retain and educate others in knowledge relevant to museum displays and content.
4. Strong time management and organisational skills to ensure daily work requirements are met.
5. Developed financial skills to track financials against budget requirements.
6. Flexibility and adaptability to adjust with change in the work environment.
7. Good computer skills including competence in a museum collections management database (MOSAiC), Microsoft Office software programs (Works, Excel, Outlook, Internet, etc.) and communications equipment and booking systems used by the centre.
8. Self motivated.

Recruitment and Selection Information

August 2016



Applicants should set out their ideal working hours in their application. The full-time equivalent per annum base salary is in the order of \$60,000.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

In some instances relocation assistance may be offered to a successful applicant.

Recruitment processes can take anywhere between two to 12 weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to kristy@hrisesp.com.au with the subject header of Application: Curator.