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## POSITION DESCRIPTION

# Museum Team Leader

Faculty/Division	Medicine & Health
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00204426
Shiftwork status	NOT SHIFTWORKER
Allowances	Click or tap here to enter text.
On call arrangements	Click or tap here to enter text.
Original document creation	11 October 2024

### Position Summary

The **Museum Team Leader** plays a key role within UNSW Medicine & Health. The role will supervise the Museum team and to manage and deliver educational programs for visitors to the [Museum of Human Disease](#) with an emphasis on human pathology, health, and disease prevention. Visitors to the Museum include high school students, UNSW staff & students, and public visitors.

The role reports to the Education & Student Experience Manager and has direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Supervise the Museum of Human Disease team (including Casuals), fostering a culture of customer service and collaboration, and ensuring goals and career development plans are in place.
- Manage Museum operations and resources, including processing visitor bookings and enquiries, overseeing building and space maintenance, as well as organising purchasing, invoicing and processing payments as required.
- Effectively manage, deliver and innovate educational programs for Museum visitors in-person or online.

- Develop engaging and appropriate resources (worksheets, posters, displays, presentations, digital tools) to enhance existing offerings of the Museum in accordance with UNSW and visitor requirements.
- Liaise with academic staff to provide Museum specimens for scheduled learning activities.
- Liaise with educational community to promote and inform about the Museum's educational programs.
- Maintain awareness of current research in the field of medical science, including pathology.
- Apply, interpret and advise on policies, systems, manuals, rules, procedures and guidelines relevant to the Museum.
- Align Museum deliverables with Faculty and Education & Student Experience team priorities to bring continuous improvement through proactively participating and contributing towards UNSW initiatives.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

## **Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience, or extensive experience and management and/or specialist expertise.
- Demonstrated experience in successfully supervising a team with proven ability to motivate and create a positive workplace culture to achieve quality outcomes.
- Demonstrated operational management skills including proven ability to contribute to planning and priority setting within an environment with variable workflows and competing demands.
- Proven ability to manage, develop and innovate educational programs, with a focus on student outreach and/or science communication programs.
- Highly advanced interpersonal, written and oral communication skills with demonstrated capacity to engage a diverse audience.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing needs by using judgement and initiative.
- High proficiency of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite and with using UNSW's enterprise systems.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

## **Pre-employment checks required for this position**

- Verification of qualifications

### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.