



# Museum Director

**Reporting to:** Group Manager Regulatory and Community Services  
**Location:** Museum Facilities (Carnegie & Pakiwaitara)  
**Date Reviewed:** 08 December 2020

## Position Purpose

To lead the strategic development and effective management of the operations and assets of the Westland District Council’s Museum (Carnegie and Pakiwaitara)

## Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Executive Team</li> <li>• Mayor and Councillors</li> <li>• All WDC Staff</li> <li>• External consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Ratepayers, Residents and the General Public</li> <li>• Partners and Museum Supporters</li> <li>• Community and Business Leaders</li> <li>• Museum / Art Gallery Sector</li> <li>• Funding Providers / Organisations</li> </ul>

## Limitations of Authority:

As defined in the Delegations Manual.

**Staff: 4**

## Key Tasks and Responsibilities

1. **Ensure the strategic development and operation of the Hokitika Museum, and, Research and Exhibition Centre within Pakiwaitara**
  - a) Lead the development of a vision and strategic planning for Museum facilities and collections
  - b) Provide strategic leadership for the development of the Museum’s programmes, and activities
  - c) Develop and lead a strategic, professional, team that is:
    - Focused on high level business results
    - Abreast of key developments in museum, cultural, community and other sectors
    - Aware of and responsive to trends in the community and other relevant sectors which have the potential to impact on the performance, profile or perception of the Museum.
2. **Ensure the effective management of the Museum’s operation and assets**
  - a) Identify and meet Council’s statutory obligations in respect to Museum Services
  - b) Review and develop Museum services policies, including standards and performance criteria
  - c) Manage and maintain the Council’s Museum service assets
  - d) Manage a high value, cost effective operation and ensure annual performance are achieved
  - e) Deliver service in a customer focused manner.

**3. Ensure strategic partnerships are maintained and developed**

- a) Establish and maintain effective high value relationships with Council, business, research and community leaders relevant to the Museum's current and future operation
- b) Maintain and develop effective relationships with other Museums/Galleries

**4. Ensure optimum use and development of staff**

- a) Ensure appropriate training and development of staff
- b) Communicate performance criteria for staff and ensure regular appraisal occurs, providing feedback and/or guidance as required.
- c) Ensure effective communication of Council's policies throughout the team, and adherence to Council policies and procedures
- d) Maintain positive working relationship with staff
- e) Provide leadership and guidance.

**5. Contribute to the development and delivery of Westland District Council's Annual Plan**

- a) Contribute to the business planning process, identifying performance targets and resource requirements, including a detailed budget analysis.
- b) Meet all Council reporting requirements

**6. Oversee budget of the Museum and associated activities**

- a) Accurately allocate expense and income to defined cost centers
- b) Maintain detailed budgets and report on monthly activity
- c) Identify and report any business risk factors to the Group Manager

**HEALTH AND SAFETY:**

- Actively contribute to the improvement of health and safety systems and practices in your work area to ensure that the Hokitika Museum is a safe place to work.
- Adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- Identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- Report all accidents and near miss events.
- Be familiar with emergency procedures.
- Ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- Implement the removal of hazards where practicable and provide training in this area.
- Investigate accidents and near miss events.
- Ensure staff are trained and kept up to date with new work safe policy changes.
- Ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for Civil Defence and Emergency Management you will be expected to participate in any Civil Defence and Emergency Management training initiatives and undertake activities, as directed as part of Council's emergency response.

## Skills, Knowledge and Behaviours

### 1. Leadership

- Clearly communicates and commits to a shared purpose and direction
- Sets ambitious goals for self and team members to deliver successful outcomes
- Encourages and promotes creativity and improvement
- Celebrates success

### 2. Specialist Knowledge

- Recognised area of specialist knowledge in Museums and/or Galleries
- Works to achieve a high level of performance
- Provides specialist knowledge and advice

### 3. Managing People

- Ensures people are engaged and motivated
- Ensures all team members are clear on performance expectations, how they are progressing, and provides appropriate support as needed
- Provides team members development opportunities to enhance their professional effectiveness and develop skills and knowledge that link to greater performance outcomes

### 4. Commitment to the Westland District Council

- Committed to our vision, strategies and making a difference to the people in our community
- Aligns with Council vision and strategies, team goals and business plans to obtain best outcomes
- Role models our values and holds others accountable to live our values
- Understands responsibilities and accountabilities within a political, legislative and regulatory environment
- Applies industry standards and best practice, bases decisions on Councils plans and goals
- Understands relevant legislation, provides guidance and advice where appropriate

### 5. Customer Service Delivery

- Delivers excellent customer service to internal and external customers
- Provides a proactive, professional and knowledgeable service
- Seeks to better understand customers' needs and improve and enhance the services we provide
- Makes decisions and provides options to meet customer expectations and enhance the customer experience
- Takes ownership to resolve problems and follows through to ensure that commitments made are met or exceeded
- Aligns processes and policies to a customer centric culture
- Works with internal and external customers in ways that positively grow our reputation

### 6. Working Together

- Works well with others, collaborating effectively as one to achieve objectives and deliver high performance outcomes
- Communicates clearly and effectively
- Builds and maintains positive relationships
- Respects the needs and contributions of others
- Participates and show commitment to team activities
- Manages and resolves conflict effectively
- Role models effective team behaviours
- Seeks and utilises opportunities to work across teams

## 7. Continuous Improvement and Change

- Forward thinking, innovative and open to change
- Seeks opportunities to make improvements and add value

**E= Essential D= Desirable**

Customer Focus	
E	Passionately applies excellent customer service principles to all customers and stakeholders within the working environment
Qualifications	
E	Relevant tertiary qualification
E	Certified management training, or equivalent previous experience in management role
Job Knowledge	
D	Experience in marketing or public relations
E	Professional sector-relevant skills: High level of appropriate experience with museum, art gallery, or related field of expertise
E	Strategic thinker: An entrepreneurial approach focused on identifying opportunities
E	Financial Management: Knowledge of financial and accounting concepts for decision-making and reporting, including experience in budgeting, costing and performance reporting
Leadership and Management	
E	Leadership: Exceptional interpersonal communication skills, including the ability to present a clear effective vision and direction, to motivate, develop and work successfully as part of a team
E	Managing People: Experience of managing people in a dynamic and customer-focused environment
Key Relationships	
E	Ability to establish extensive personal networks and high-value partnerships with Council, colleagues, stakeholders and community and business leaders

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

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**Employee's Signature**

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**Date**

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**Manager's Signature**

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**Date**