

Position Description	
Position Title: Electrician	Division: Engineering
Reports To: Technical Services Manager	Workplace level: Level 9
Loading: Full time	Special: Will be required to work on an occasional weekend or public holiday. Must be available to be rostered on-call.
Date Position Created: 21 April 2010	Position Review date: 1 February 2012

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Comfort Inn Sovereign Hill, *Blood on the Southern Cross* and Narnbool.

The Department/Area

The Engineering Division is responsible for asset management across the Sovereign Hill Museums Association including infrastructure, building construction and maintenance, plant, electronic presentations and gardens. Engineering is also responsible for OH&S across all sites including the safe operation of the Mine and Steam Operations, Security and Fire.

Our Technical Services team is responsible for all the technical aspects of our Blood on the Southern Cross (BOSC) sound and light show, Quartz Mine, Secret Chamber, Trapped, Red Hill Mine, Woah Hawp canton, Chinese Village, and VTD displays. The team ensures all displays are maintained and operated correctly to internal standards. Other areas of responsibility include all electrical services and supplies, testing and tagging of portable appliances and fire detection alarm systems.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narnbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Responsibility

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLES

The Electrician is responsible for providing specialist technical support (specifically, electrical) throughout the organization and works as part of the technical services team in the technical aspects (specifically, electrical aspects) of the BOSC show, Quartz Mine, Secret Chamber, Red Hill Mine and VTD displays ensuring all displays are operating correctly to required standards. Provide specialist electrical support to all general areas of Sovereign Hill Museum and Comfort Inn Sovereign Hill as required.

DIRECT REPORTS

- NIL

WORKS CLOSELY WITH

- Technical Services Manager and Assistant Technical Services Manager
- Technical Services Team
- Director Engineering
- Engineering Department Employees
- BOSC Duty Officer

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Technical Services	<ul style="list-style-type: none"> • Provide Management and Technical support to the Technical Services Manager; • Assist in maintaining all electrical, electronic services, typically lighting, audio visual, special effects and equipment pertaining to BOSC, Victorian Theatre, Quartz Mine, Trapped, Red Hill Mine, Chinese Village, Woah Hawp, Chinese village, VTD, and others as appropriate; • Provide specialist and general electrical services to all general areas of Sovereign Hill, Gold Museum, BOSC, Narmbool and Comfort Inn Sovereign Hill as required. Liaise and manage external contractors, including electrical, gas fitting, hydraulic, portable appliance testing and fire alarm as required; • Obtain and apply a detailed and specific knowledge (and where relevant licences) for all equipment and processes especially for special effects and show details such as theatrical fireworks licence and gas decanting; • Assist in maintaining all audio, video and show automation systems and associated equipment across the Museum; • Order and source consumables and spare parts equipment in the absence of the Assistant Technical Services Manager; • Assist with the design, construction and fabrication of various exhibitions; • Competently and safely use all power, hand tools and various equipment; • Conduct a daily review of the BOSC Duty Officer's report and take action if required; • Conduct weekly inspections in all technical service areas and immediately rectify any identified issues; • Be available for on-call work at rostered times, shared between 3 staff, and to be available via telephone contact at any time • Be constantly aware of, and apply, safety aspects while performing duties with electricity ensuring compliance with the Sovereign Hill Safety Management Plan. • Any other duties as directed
Teamwork	<ul style="list-style-type: none"> • Work in and maintain a healthy team spirit. • Assist with inducting, training and mentoring new and existing staff and across the organisation as and when required; • Perform other duties to aid team effectiveness when required. • Provide astute leadership by setting an example to all staff;
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ Equal Opportunity and anti-discrimination legislation and requirements; ➢ Occupational Health and Safety (OH&S) legislation and requirements. • Participate in annual performance reviews, meetings and staff training and professional development as and when required; • Apply organisational policies, procedures and practices; • Foster a culture which values safety as primary consideration in all activities; • Wear issued uniform and costume in accordance with guidelines of SHMA;

KEY SELECTION CRITERIA

- A minimum 2 years electrical experience;
- Previous Audio Visual experience is highly desirable;
- Effective time management skills with the ability to prioritise tasks;
- Must display initiative and problem solving skills whilst being able to meet deadlines;
- Well developed written and oral communication skills;
- Intermediate computer skills;
- Demonstrated fault finding skills;
- Ability to interact with visitors and be able to communicate technical details in a manner that can be understood by the general public as required;
- Ability and willingness to work after hours, weekends, public holidays and be included in the on-call roster as and when required.

QUALIFICATIONS

- Trade qualified Electrician

REQUIRED LICENCES/CERTIFICATES

- Current "E" Class Electrical licence
- Working with Children Check;
- Police Check;
- Red Card;
- Working at Heights, Confined Entry and Licence to perform High Risk Work are preferred;
- Theatrical Fireworks Licence would be highly regarded;
- A valid driver's licence is essential.

SPECIFIC HEALTH AND SAFETY REQUIREMENTS

- This position will assist with providing technical service assistance in all our underground mines. The incumbent must feel comfortable working underground;
- Some job tasks require employee to safely negotiate and work in uneven, stepped, dimly light and some semi confined areas sections of the above and below ground environment.

OTHER

- Must be eligible to work in Australia.

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

John Lewis
Director Engineering

Signature

Date of approval

Janice Shelmerdine
Manager HR & Payroll

Signature

Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee's Name

Employee's Signature

Date