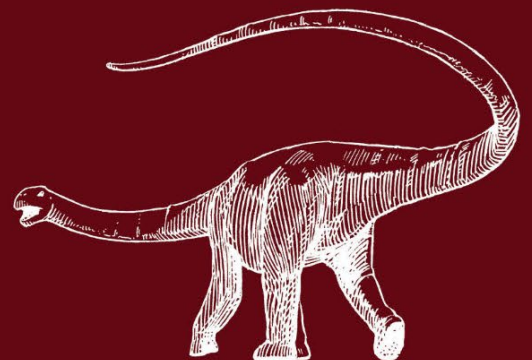


Make your
mark at
Australia's most
aspirational
Museum of
Natural
History

APPLY NOW



JOB INFORMATION PACK WITH FURTHER DETAILS AND JOB DESCRIPTION FOR THE POSITION OF FACILITIES MANAGER (FIXED TERM)

The Australian Age of Dinosaurs Museum of Natural History (the Museum) is a relatively young and small museum staffed by people who are passionate about dinosaurs and fossils, Australian natural history and getting visitors involved. The Museum holds the world's largest collection of Australian dinosaur fossils and operates the most productive Fossil Preparation Laboratory in the Southern Hemisphere. The Museum hosts over 55,000 paying visitors annually, mainly self-drive Australian tourists who travel a long way to visit us. Giving them a fascinating experience and encouraging them to be ambassadors for the Museum is important to us.

The Museum is located on The Jump-Up (Australia's first International Dark-Sky Sanctuary), about 24km south-east of Winton in Central West Queensland. With the **Dinosaur Stampede National Monument at Lark Quarry Conservation Park** (the Park, managed by the Museum) 110km south-west of Winton and the dinosaur attractions at Richmond and Hughenden, north of Winton, the Museum is a vital part of Australia's dinosaur heritage and dinosaur tourist trail.

The Museum, opened on the site in 2009, includes a Fossil Preparation Laboratory, a Reception Centre with exhibition space (the Collection Room), Shop and Café, the Dinosaur Canyon Outpost and five Outdoor Galleries in Dinosaur Canyon and the *March of the Titanosaurs* exhibition and Gondwana Stars Observatory.

Visitors pay for hourly guided tours of the Laboratory, Collection Room and Dinosaur Canyon. The Laboratory and Collection Room tours run for approximately 30 minutes each and the Dinosaur Canyon experience, including the *March of the Titanosaurs* exhibition tour, runs for 1.5 hours. The Noble Express shuttle bus is used to transfer visitors from the Reception Centre to Dinosaur Canyon and back again. Tours operate at the Museum and Park seven days a week during the busy tourist season of April to September (Winter Hours) and six days a week (not Sunday) from October to March (Summer Hours).

Group bookings for tourists and schools are typically scheduled for separate tours, with options for morning or afternoon tea, as well as group lunches and evening BBQ meals. Staff rosters are adjusted for evening shifts, allowing staff to start in the middle of the day.

The Museum is headed by a Board, Executive Chairman and management team. It employs about 35 staff for most of the year on a full-time or part-time basis with occasional casual support. The staff are assisted greatly by members of the public who pay to attend the annual Dig-A-Dino program and participate in the Prep-A-Dino program, learning how to prepare dinosaur bones ready for research and display. When time permits Tour Guides on duty in the Laboratory also learn how to prepare fossils, puzzle broken fossils together and undertake other fossil-related tasks. Research on fossils is facilitated by our own field palaeontologists with experts from Australian and international universities and museums.

Take some time to explore:

- the Museum at www.australianageofdinosaurs.com
- Winton at <http://www.experiencewinton.com.au/> and <http://www.winton.qld.gov.au>
- the Dinosaur Stampede at <http://www.dinosaurtrackways.com.au/>

Winton is a remote town with about 1,100 residents, known for high summer temperatures and occasional winter frosts. It has a small airport with a twice-weekly service; the nearest airport with daily flights is Longreach, 177km away. The town features a gym, public swimming pool, hotels, cafés, grocery stores, a library, retail outlets, an Australia Post shop, National Australia Bank and schools (St Patrick's School and Winton State School).

JOB DESCRIPTION

Date:	16 February 2025
Job title:	Facilities Manager (fixed term)
Responsible to:	Head of Museum
Responsible for:	Groundsperson
Key relationships:	Head of Museum Executive Chairman Groundsperson Museum Services Manager Education & Astronomy Manager Reception Centre Supervisor Laboratory Supervisor Other Museum staff Program participants and volunteers including Honorary Technicians

1. Job context

The **Australian Age of Dinosaurs Museum of Natural History** (the Museum) is a not-for-profit museum based in Winton, regional Queensland. Its purpose is to discover, prepare, interpret and display dinosaur fossils and tell the story of Australia's natural history. The Museum is dedicated to delivering a world-class attraction that educates and inspires its visitors, providing them with a unique Australian experience.

The Museum is contracted by Winton Shire Council to manage the **Dinosaur Stampede National Monument at Lark Quarry Conservation Park** (the Park), a Queensland Parks and Wildlife Service site. The Park represents the most concentrated site, and only definitive record, of dinosaur stampede behaviour in the world. Situated 110km south-west of Winton, this visitor attraction is the largest trace-fossil site in Australia.

The Museum has begun the third and final stage of its development, which entails the design and construction of the Australian Age of Dinosaurs Museum of Natural History (MNH). The MNH's purpose is to present and tell the story of Australia's geological journey through deep time by way of a centre of excellence that will become renowned worldwide.

2. Job purpose

The position of **Facilities Manager (fixed term)** exists to:

- manage the day-to-day operations of the facilities at the Museum and Park
- maintain the Museum's physical assets
- maintain the Museum's natural assets
- deliver excellent internal and external customer service and support Museum operations

3. Key output areas

The following key output areas represent the responsibilities of the job holder. From these, agreed performance standards will be established and monitored. These key outputs are not

exhaustive. They reflect the current environment and it is recognised that they will be subject to variation dependent on internal and external change.

1. Manage the day-to-day operations of the facilities at the Museum and Park

This will be achieved by:

- managing all operations applicable to the safe and efficient functionality of the Museum's facilities and ensuring issues are resolved appropriately as they arise
- managing and documenting all processes and procedures pertaining to the operation and maintenance of Museum equipment and facilities
- managing direct reports, including performance plans and reviews, and being available to assist and support when required
- managing use, maintenance, administration and replacement programs for all Museum equipment, vehicles and other assets as agreed with the Executive Chairman
- managing and maintaining the Museum's fleet register and records
- managing the Museum's annual pest control, sewage pumping, water-quality testing, R&D testing and fire-equipment inspections and replacement
- managing the Museum's onsite services, including water, power and communications equipment
- accepting responsibilities as the Museum's Work Health & Safety Officer and overseeing work health and safety procedures at the Museum complex and the Park
- preparing, facilitating and monitoring all WHS training
- managing all Museum security, including key security and maintaining a key register and
- overseeing the cleanliness and tidiness of the whole Museum complex and Park, assisting as necessary.

2. Maintain the Museum's physical assets

This will be achieved by:

- monitoring Museum buildings, plant and equipment, walking trails, safety barriers, roads and signage to evaluate repair requirements and establish priorities as necessary
- sourcing cost estimates for the engagement of external contractors and consultants for specialised repairs and maintenance when necessary as agreed with the Executive Chairman
- organising and performing day-to-day and other minor maintenance tasks of the Museum grounds, buildings and other assets proactively and unassisted as required
- carrying out major repairs and maintenance in consultation with the Executive Chairman
- documenting and recording the maintenance history of all electrical, mechanical and hydraulic systems at the Museum in accordance with the Maintenance Policy and Procedures
- ensuring that all work done complies with the Museum's architectural style and visual brand standards
- adhering to all relevant regulatory requirements
- performing industrial cleaning on plant and equipment
- undertaking repairs and maintenance of the Noble Express shuttle buses as well as other Museum vehicles and equipment and
- managing and removing rubbish and other necessary tasks as required.

3. Maintain the Museum's natural assets

This will be achieved by:

- maintaining the Cretaceous Garden and its associated infrastructure and assisting with its expansion and development in consultation with the Executive Chairman
- managing water quality in any water bodies or features on the Museum grounds in consultation with the Executive Chairman

- reporting invasive plant and animal species that could threaten the natural assets to the Executive Chairman and implementing agreed-upon measures and
- supporting the preservation of the natural heritage of The Jump-Up through safety compliance and proactive infrastructure maintenance.

4. Deliver excellent internal and external customer service

This will be achieved by:

- understanding that everything you do has a customer-service aspect to it, always treating others with respect and always modelling the provision of excellent external and internal customer service
- becoming knowledgeable about the Winton and Central West area and other attractions and answering visitors' questions
- assisting with general communications, ensuring that telephones are answered appropriately and voice mail and email messages are received and responded to promptly
- assisting with social media posts on Facebook and Instagram
- being mindful of the obvious and potential physical and intellectual access requirements of visitors and helping them as required while respecting their dignity and independence
- receiving visitors' and other staff members' concerns, complaints or suggestions positively and referring them to management when appropriate and
- delivering world-class customer service as outlined in the Customer Service Policy & Procedures.

5. Support Museum operations

This will be achieved by:

- presenting monthly reports relating to the day-to-day operations of the Museum complex and Park to the Museum Management Team
- supporting offsite activities, such as dinosaur digs and repairs and maintenance at the Park, event-related activities and other project or activity tasks, as directed by the Executive Chairman
- being aware of and following the Museum's work health and safety requirements, including hazard identification – for visitors, staff and yourself
- adhering to the Museum policies, procedures, writing and other guidelines, house rules and checklists, including the Delegations Policy
- providing a bi-monthly written report to the Board of Directors in the agreed format
- contributing to overall annual operating budgeting, business planning and reporting as required
- assisting with the establishment of performance standards and annual objectives for the role and formally reviewing performance with the Head of Museum at least six-monthly and
- assisting with other duties as agreed, especially during periods of low visitor attendance.

4. Profile of an ideal Facilities Manager (fixed term)

The following job competencies, qualifications and experience represent an ideal applicant. **It is recognised that not all candidates will meet all criteria.**

(a) Job competencies

Knowledge

- knowledge of visitor-attraction-specific protocols and practices (desirable)
- strong knowledge of construction methods

- an appreciation, or some understanding, of architectural design and visual branding
- sound understanding of quality assurance and compliance standards related to the building and construction industry
- practical expertise in vehicle and machinery repairs and maintenance
- familiarity with working with volunteer assistants or labourers
- knowledge of work health and safety legislation and good practice

Skill and abilities

- proficiency in operating a wide range of industrial machinery
- proficiency in using power tools, hand tools, manual-handling equipment, and welding equipment
- strong attention to detail and a commitment to high-quality workmanship
- ability to work independently with a strong work ethic and effective time-management skills
- methodical and organised approach with tidy work habits
- innovative with excellent problem-solving skills
- efficient, effective and capable of handling a large and varied workload with ease

Behaviour

- well spoken, professionally presented, friendly, polite and respectful
- self-motivated, energetic and enthusiastic in pursuing agreed-upon goals
- reliable, dependable and honest
- flexible and willing to contribute to a seven-day-a-week roster, including public holidays and weekends, particularly from April to September
- emotionally intelligent and able to maintain a professional approach to workplace relationships
- able to receive constructive feedback positively
- willingness to wear the Museum uniform and meet the requirements of the Uniform Policy & Procedures

(b) Preferred qualifications

- manual driving licence (mandatory)
- Queensland Working with Children Check (mandatory)
- a trade qualification (highly regarded)
- forklift licence (highly regarded)
- heavy-vehicle licence eg light or medium rigid (highly regarded)
- work health and safety certificates (white card or equivalent)

(c) Preferred experience

- facilities management experience (highly regarded)
- grounds care, building and vehicle and equipment maintenance experience
- experience using electrical and air-driven tools

Note: as the Museum is located 24km from Winton, the Facilities Manager (fixed term) is required to have their own car and a current driving licence.

5. Conditions of employment

Conditions of employment are set out in the standard Australian Age of Dinosaurs Letter of

Offer and include a three-month probationary period with formal monthly reviews. The hours can be worked on any day of the week, including weekends and public holidays, with hours rostered each week. Work will incur the normal hourly rate of pay, except on Sundays when time-and-a-half will apply. Any work on public holidays will be paid at the rate of double time for the hours worked. Any additional hours worked above 38 hours per week will be paid in overtime rates or a time-in-lieu arrangement may be negotiated.

This **Facilities Manager** recruitment is for a full-time position (38 hours/week) from 24 March 2025 to 14 October 2025.

Note: this start date is flexible and will be agreed upon with the successful applicant.

The successful applicant may be offered up to two weeks' accommodation at the onsite Maloney Lodge Precinct, at \$15 per day, while they find suitable accommodation in Winton and should be aware that this offer can only be made if a room is available.

The Museum has a limited number of cabins available to fixed-term contract staff at the AAOD Staff Village (78 Manuka Street, Winton). If you are offered AAOD housing, a daily or weekly rate and electricity and telephone arrangements will be agreed upon with you.

Due to the staffing demands of the busy tourist season, annual leave applications are unlikely to be approved for time off from late June to early October, particularly during school holidays.

Comprehensive initial and ongoing training is provided to enhance each staff members communication skills, delivery techniques, dinosaur knowledge and operation of equipment.

6. Remuneration

Museum staff are employed under the Amusement, Events and Recreation Award. The fixed-term Facilities Manager position offers an hourly rate of \$43.02 (equivalent to an annual salary of \$85,000), which exceeds the Award rate due to the additional responsibilities outlined in the Job Description. As part of this role, you will be required to work reasonable overtime without additional payment.

A one-time relocation allowance of up to \$1,500 (incl GST) will be paid upon successful completion of a three-month probation period. This will be reimbursed only upon presentation of valid tax receipts for fair and reasonable expenses incurred in your relocation to Winton, including the transport of personal property.

An annual training and development allowance of up to \$2,000 + GST is available, subject to appropriate approvals being obtained, after one year of employment.

Superannuation contributions are made in accordance with legal requirements, currently set at 11.5% of ordinary hours worked.

The full text of the Award can be found on the Fair Work Commission website at <http://www.fwc.gov.au/>

7. Applications

Email applications must include the following:

- a resumé (maximum three pages) detailing two unrelated referees (with names and contact details) who can confidentially assess your suitability for the position

- a cover letter that addresses the tasks and responsibilities outlined in the Job Description
- an Employment Application Form, available on the Museum website's *Employment* page.
- if possible, include a photo, brief video clip or links to these and
- one written reference from a previous employer who is not a friend or family member.

Your application, with attached documents, should be marked **Confidential – Facilities Manager (fixed term)** and sent to:

Head of Museum, Naomi Miles
recruitment@aaod.com.au

This position will remain open until filled.