

ROLE STATEMENT

ROLE TITLE	Skipper and Maintenance Officer	POSITION NO.	P29678
CLASSIFICATION	OPS3	REVIEWED DATE	March 2026
PORTFOLIO	Operations	AGENCY	History Trust of SA
ANZSCO CODE	8991		

ABOUT THE ROLE

The Skipper & Maintenance Officer supports the safe operation, maintenance, and conservation of the maritime vessels and associated infrastructure of the South Australian Maritime Museum, part of the History Trust of South Australia. Working in collaboration with the Senior Skipper & Maintenance Officer, the role contributes to the implementation of maintenance and conservation schedules for vessels and relevant facilities.

The position also assists in supervising and supporting volunteers, delivering maritime tours and cruises, and contributing to the museum's operational and Work Health and Safety (WHS) programs. Through these activities, the role helps ensure maritime assets are safely operated, well maintained, and presented in ways that support engaging visitor experiences and the preservation of South Australia's maritime heritage.

Reporting/Working Relationships

- Reports to Manager, Maritime Museum
- Works closely and in collaboration with the Senior Skipper & Maintenance Officer
- Supervises volunteers

Why Join the History Trust of South Australia?

The History Trust connects people with the stories that shape our state. We put history to work, helping South Australians understand the past and make better decisions about the future. Through our collections, museums, events and education programs, we use history as a training ground for thinking about the impacts of the choices we make. Joining the History Trust means contributing to work that strengthens learning, civic life and community understanding across South Australia.

Benefits of Working with Us

Looking for a role that combines a deeper purpose with your skills? At the History Trust of South Australia, we do things a little differently. We leap at opportunities and create our own, and we practise what we preach by giving people the space to test ideas, learn, and keep improving. We welcome ambition and, most of all, gumption, the resourcefulness, creativity and tenacity needed to get things done. This is a role suited to someone who enjoys variety, initiative, and developing practical solutions. Alongside meaningful work, you will find a collaborative culture and flexible working arrangements where possible.

SECTION A: Results to be Achieved

- Implement maintenance and conservation programs for maritime vessels, in accordance with established schedules and direction.
- Maintain the operation, presentation, cleanliness, and routine upkeep of vessels.
- Operate and skipper vessels for maritime tours, ensuring compliance with operational, regulatory, and safety requirements, and provide support to tour guides as required.



- Assist, under direction, with the engagement and supervision of contractors undertaking work on vessels and maritime collection objects.
- Support the supervision and coordination of volunteers engaged in maritime and workshop activities, including any training, guidance, and day-to-day supervision.
- Contribute to the museum's Work Health and Safety (WHS) programs to ensure safe work practices and compliance with relevant policies and legislation.
- Maintain workshop spaces, tools, and equipment to ensure they are safe, functional, and well organised.
- Assist with the installation and removal of exhibitions, displays, and associated infrastructure, as directed.

Qualifications

Essential

- Coxswain Grade 1 or Grade 2 Near Coastal Certificate
- Current SA driver's licence

Desirable

- Trade skills particularly maritime trades related to the maintenance and operation of historic vessels
- Forklift driver's license
- Marine Engine Driver Grade 2 Near Coastal Certificate
- Boiler Attendant Certificate

SECTION B: Selection Criteria

TECHNICAL EXPERTISE

Essential

- Demonstrated ability to operate and maintain a small vessel within a commercial or tourism environment.
- Sound understanding of building services functions, including cleaning, plant and equipment maintenance, and general facilities maintenance.
- Working knowledge of Work Health and Safety (WHS) policies, procedures, and legislation, and their practical application in the workplace.

Desirable

- Qualifications or experience in a maritime trade relevant to the operation, maintenance, or conservation of historic vessels.
- Knowledge and practical experience in the restoration or conservation of historic vessels.

PERSONAL ABILITIES

- Ability to work under direction while interpreting procedures and exercising initiative and judgement to resolve operational issues.
- Well-developed verbal and written communication skills, with the ability to liaise effectively with a range of stakeholders.



- High level of manual dexterity and physical capacity to safely undertake the full range of duties associated with vessel operations, maintenance, and workshop activities.
- Ability to work efficiently and cooperatively under general direction, meet deadlines, and make sound operational decisions.
- Ability to prioritise competing tasks, demonstrate initiative, and work with a high degree of self-motivation.
- Demonstrated ability to coordinate and support volunteers in a practical work environment.

EXPERIENCE

- Demonstrated experience engaging with clients and members of the public in a professional and courteous manner.
- Experience working in a culturally diverse workplace and interacting respectfully with people from a range of backgrounds.
- Experience working within a tourism, museum, or cultural facility environment.

Additional Requirements

All employees commit to valuing and respecting the needs and contributions of First Nations employees and visitors, and to developing intercultural capability, including engagement with the Culturally and Linguistically Diverse (CALD) community.

Engagement in this role is subject to a satisfactory Department of Human Services Working With Children Check, with renewal required every five years.

The role may require out-of-hours work, as well as intrastate and interstate travel.

All History Trust of South Australia employees are required to work in accordance with the Code of Ethics for the South Australian Public Sector, as well as relevant policies, procedures, and legislative requirements, including but not limited to:

- Work Health and Safety Act 2012 (SA)
- Return to Work Act 2014 (SA)
- Equal Employment Opportunity (including prevention of bullying, harassment, and intimidation)
- Children's Protection Act 1993 (Cth) – Notification of Abuse or Neglect
- Public Interest Disclosure Act 2018
- Disability Discrimination legislation
- Information Privacy Principles
- Relevant Awards, Enterprise Agreements, Public Sector Act 2009, History Trust of SA Act 1981, and OCPSE Determinations and Guidelines
- Relevant Australian Standards
- Applying the principles of the South Australian Government's Risk Management Policy as appropriate
- Maintaining accurate and complete records of business activities in accordance with the State Records Act 1997

This role is based at the SA Maritime Museum. Depending on operational needs, the incumbent may be required to transfer to other History Trust locations, either permanently or temporarily, to perform work appropriate to their classification, skills, and capabilities, in accordance with the relevant provisions of the Public Sector Act 2009.

Work Health and Safety

This role requires the incumbent:



- Leads workplace safety procedures and programs
- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks, and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Role Acceptance

I have read and understand the responsibilities and organisational context as outlined in this role statement and agree to adhere to the values of the SA Government and History Trust of SA as described within this document.

Occupant Name

Occupant Signature

Date

