

The Position:	Coordinating Registrar, Collection Operations
Position Number/Classification:	0290 / VPS 5.1
Reports to:	Registrar
Work Unit:	Registration
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd, Melbourne 3004
Date of Review	April 2015
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	Lead a team of Registration staff responsible for managing collection management activities and the registration aspects of permanent collection displays. The position also plays a key senior role in contributing to the development and implementation of policies and procedures related to collection management.
1. Accountabilities (duties):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Manage the Collection Operations section of the Registration department by aligning the team with the NGV's organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. This also includes ensuring a safe and healthy environment. 2. Oversee collection management activities, for the NGV's diverse collection of works, including paintings, sculptures, works on paper and digital and time-based media. Ensure the accuracy of data in the Collection Management System and other records. Coordinate the location tracking and documentation of movement of works of art and ancillary and support materials. Manage the stocktake process. 3. Manage the registration aspects of the NGV's permanent collection displays and collection-based exhibitions, which includes actively participating and contributing to exhibition planning meetings, and liaising with relevant staff and stakeholders. 4. Manage the registration aspects of the acquisitions process, including liaising closely with curatorial and cataloguing staff. Coordinate local, national and international art consignments, including the preparation of documentation and correspondence to comply with legal, ethical and procedural requirements and act as a courier for works of art as required. 5. Responsibly manage risk and resources in the Collection Operations section, including sound financial and contract management. This includes managing departmental budgets for permanent collection changeovers, acquisitions and other collection operations projects. 6. Contribute to the development and implementation of Registration policies and procedures, with a particular focus on collection operations, storage and documentation. 7. Liaise with and provide professional advice in areas of responsibility to other NGV departments, senior staff and external stakeholders. Represent the NGV in external forums and promote and contribute to best practice standards by playing an active role in the industry. 8. Ensure that records are created and managed according to the Records Management policy and procedures. 9. Participate in and support organisational change initiatives by participating in and supporting department / team goals and modelling NGV behaviours.

2. The person – Key Selection Criteria	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Excellent knowledge of and demonstrated experience in the application of the principles and practices of professional museum registration methods to international best practice standards. Ability to demonstrate up to date engagement with contemporary issues in collection management and registration. 2. <u>People management</u>: clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development, ensures staff is effectively deployed through effective workforce planning; empowers others by investing them with the authority and latitude to accomplish tasks and appropriately delegates responsibility to further the development of others. 3. <u>Project Management and Analytical skills</u>: uses sound knowledge of museum registration and project management principles, combined with attention to detail to produce detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues, consults, liaises with and influences key stakeholders; deals with concepts and complexity comfortably. 4. <u>Organising and planning skills</u>: develops, implements and evaluates processes and systems to guide the work of the team, ensuring processes contribute to the NGV's goals and priorities; assesses the long-term impacts of decisions and systems and identifies areas where change is required and identifies new ways of doing things. 5. <u>Teamwork and relationship building</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across all business areas, functions and organisations, builds trust through consistent actions, values and communications; cooperates and works well with others in the pursuit of team goals and collaborates and shares information. 6. <u>Communication</u>: prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language; edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs; confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication. 7. <u>Resource management</u>: develops and manages complex budgets, monitors expenditure against budget projections, negotiates for resources, plans for and manages risk and ensures the use of honest, transparent and appropriate purchasing processes.
3. Other relevant skills, knowledge & experience	<ul style="list-style-type: none"> • Sound knowledge of and experience in the use of Collection Management Systems. Familiarity with Vernon would be an advantage. • Demonstrated knowledge and understanding of the principles and practices of Equal Opportunity, Risk Management, Occupational Health and Safety, and ability to apply them to work practices.
4. Key Relationships	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Executive management, including Deputy Director and Assistant Director, Curatorial and Collection Management. • Senior staff from across the organisation. • Other staff of the Registration Department. • External service providers and suppliers, including freight agents and packing companies. • Lenders, visiting couriers, peers and colleagues from other arts and museum agencies, and other external stakeholders.
5. Other relevant information	<ul style="list-style-type: none"> • HR Delegation – Level 6 (refer to current Schedule of HR Delegations). • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.

	<ul style="list-style-type: none"> Managers/Supervisors are responsible for ensuring that the NGV's Risk Management Framework is adopted and incorporated into business planning and work activities, and that they identify and control risks within their line of control. Hours of duty will be according to work unit requirements. All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions. Conditions of employment are pursuant to the NGV's Enterprise Agreement. Employees are required to ensure that they understand and adhere to NGV policies & procedures as varied from time to time. All new appointments are subject to a three-month probationary period which may be subject to review.
6. About the role statement	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>
7. Manager Authorisation	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>
8. Employee Acceptance	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>