

<b>THE POSITION:</b>		<b>DESIGN PROJECT MANAGER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0225 / VPS 5.1	
<b>REPORTS TO:</b>	Senior Exhibition Designer	
<b>WORK UNIT:</b>	<b>Exhibition Design</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	June 2017	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	The Design Project Manager is an integral member of the Exhibition Design team and manages & coordinates design department project operations. The position is responsible for managing the phases of design through to construction for temporary exhibitions & key infrastructure projects & assisting in forward planning & forecasting for future projects.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Project manage &amp; coordinate the key design phases &amp; production aspects of temporary exhibitions &amp; infrastructure projects. This includes providing high-level authoritative advice and support to the Exhibition Design &amp; project teams on all production related matters.</li> <li>2. Manage the Workshop and Construction team by aligning them with the 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.</li> <li>3. Oversee the planning and delivery of temporary exhibitions &amp; infrastructure projects including defining operational objectives, preparing coordinated schedules, financial planning including seeking quotations, instigating procurement for approved services &amp; overseeing delivery ensuring highly effective management systems and techniques are used.</li> <li>4. Supervise, liaise &amp; negotiate with external contractors, consultants, exhibiting artists, designers &amp; key departments to ensure all requirements are met for exhibitions.</li> <li>5. Manage, define &amp; delegate design, production &amp; construction related tasks &amp; priorities including establishing detailed forward plans, coordinating site schedules, identifying and assigning tasks, and facilitating approvals during fabrication and construction stages.</li> <li>6. Interpret &amp; advise on architectural &amp; design drawings &amp; specifications including providing expert advice to exhibition design &amp; project teams on cost and time saving measures, construction methodology, material</li> </ol>	



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	<p>selection, OH&amp;S &amp; all relevant building codes are met to ensure high quality outcomes.</p> <ol style="list-style-type: none"> <li>7. Establish a professional network with industry trades and suppliers including fostering relationships with industry leaders &amp; innovators.</li> <li>8. Contribute to departmental and team goals and participate in and support organisational change initiatives and activities, as required, and model NGV values and behaviours.</li> <li>9. Ensure that records are created and managed according to the Records Management policy and procedures.</li> </ol>
<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Relevant tertiary qualification in Architecture, Interior Design, Project Management or related field is preferred coupled with a minimum 3 years industry experience in project management or similar role.</li> <li>2. <u>Project management</u>: consults, liaises with and influences key stakeholders, produces 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 and ensures project objectives are met.</li> <li>3. <u>People management</u>: maximises effectiveness by selecting, developing and managing a high performing team, ensures staff are actively deployed through effective workforce planning practices, builds team commitment by demonstrating personal conviction, professionalism and motivates others to deliver against goals.</li> <li>4. <u>Contract and resource management</u>: develops and manages complex budgets, negotiates for resources, uses fair, transparent and competitive purchasing processes, establishes clear and comprehensive contracts, and actively monitors expenditure against budget projections and plans for and manages risks and resolves problems where these arise.</li> <li>5. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses audience feedback to refine communication and ensure communications are understood and handles difficult and sensitive communications well.</li> <li>6. <u>Service Excellence</u>: identifies and responds to clients' underlying needs, uses understanding of the client or stakeholder's organisational context to tailor services and ensure a high quality response, looks beyond the obvious to provide outstanding levels of service, constructively deals with service issues that arise in a timely manner and effectively manages risks to service delivery</li> <li>7. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li> <li>8. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and</li> </ol>



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	works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
<b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of equal opportunity, OHS, risk management &amp; ability to apply to work practices</li> <li>• Knowledge &amp; understanding of building codes</li> <li>• Knowledge of CAD &amp; related design programs including ability to prepare &amp; interpret working drawings &amp; specifications</li> <li>• Knowledge &amp; interest in the visual arts</li> </ul>
<b>4. KEY RELATIONSHIPS</b>	<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"> <li>• Exhibition Design, Workshop &amp; Construction, Multimedia, Exhibitions Management, Exhibitions and Collections Operations, Assets Facilities &amp; Information Services, Engineering, Finance.</li> <li>• Key business contacts &amp; external suppliers of goods &amp; services</li> </ul>
<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"> <li>• HR Delegation – Level 6 (refer to Schedule of HR Delegations).</li> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• 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 &amp; Environment Inductions.</li> <li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li> <li>• It is the employee’s responsibility to familiarise themselves with, understand and adhere to NGV’s Policies and Procedures as varied from time to time.</li> <li>• Conditions of employment are pursuant to the NGV’s Enterprise Agreement.</li> <li>• All new appointments are subject to a three-month probationary period which may be subject to review.</li> </ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	<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>



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<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____