



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>DESIGN PROJECT OFFICER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6980 / VPS 3.1	
<b>REPORTS TO:</b>	The Hugh Williamson Senior Curator of Contemporary Design and Architecture	
<b>WORK UNIT:</b>	Contemporary Design and Architecture	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	September 2016	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	To contribute to and coordinate a range of projects within the department of Contemporary Design and Architecture with a specific focus on design and architecture programs and events, curatorial and collections support.	
<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. Contribute to the successful operations of the Contemporary Design and Architecture department, including providing research, project and event coordination and delivery, administrative and curatorial support, including project planning schedules, timelines and budgets.</li> <li>2. Liaise with staff across the organisation and key external stakeholders to assist with the coordination of the Victorian Design Program and the achievement of its objectives.</li> <li>3. Participate as a key staff member in project teams for large-scale design and architecture exhibitions, programs and events, and liaise with internal and external stakeholders and programming partners, as required.</li> <li>4. Prepare reports, proposals, and assist with acquisition proposals, as required.</li> <li>5. Ensure the maintenance and collation of verbal, written and statistical records and assist with reports and proposals and ensure records are created and managed according to the Records Management policy and procedures.</li> <li>6. Support organisational change initiatives by participating in and supporting department / team goals modelling NGV values and behaviours.</li> </ol>	
<b>2. THE PERSON – KEY SELECTION CRITERIA</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Relevant qualifications in architecture, design, or arts management coupled with direct or transferrable experience in exhibition or event management, publishing and research within a related setting. Previous experience in administering or assisting with exhibitions, public</li> </ol>	



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	<p>programs or collections and a sound knowledge of the creative industries is desirable.</p> <ol style="list-style-type: none"> <li>2. <u>Initiative, accountability and flexibility</u>: proactive and self-starting, demonstrates capacity for sustained effort and hard work, seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable, open to new ideas, accepts changed priorities without undue discomfort, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li> <li>3. <u>Relationships</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations and builds trust through consistent actions, values and communications. Cooperates and works well with others in the pursuit of team goals, collaborates and shares information and shows consideration, concern and respect for others' feelings and ideas.</li> <li>4. <u>Communication</u>: adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections. Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain necessary information to achieve their purpose. Confidently conveys ideas and information in a clear and interesting way. Able to act with diplomacy and maintain confidentiality on all information relating to NGV business.</li> <li>5. <u>Service Excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, high attention to detail and accuracy, takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of services and monitors client and stakeholder satisfaction.</li> <li>6. <u>Planning and project management</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and find effective ways to deal with them. Regularly communicates with, and supports project team members.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	
<p><b>4. KEY RELATIONSHIPS</b></p>	<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>• Senior staff within the Department of Contemporary Design and Architecture including the Senior Curator and Curator of Contemporary Design and Architecture.</li> <li>• Senior staff across the Audience Engagement, Corporate Partnerships, Marketing, Events and Media and Public Affairs departments.</li> <li>• Staff within Exhibition Management, Cataloguing, Registration and Exhibition Design.</li> </ul>



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	<ul style="list-style-type: none"><li>• Other staff, including those from Marketing, Events, Fundraising, Corporate Partnerships, Multimedia, Curatorial, Finance, Assets &amp; Facilities and Information Services.</li><li>• External design organisations, partners and individuals.</li></ul>
<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"><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>• 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>• The NGV requires all employees to have an understanding of its Risk Management Framework.</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>
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____