



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>EXECUTIVE ASSISTANT - DIRECTORATE</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6866 / VPS 3.1	
<b>REPORTS TO:</b>	Manager – Directorate	
<b>WORK UNIT:</b>	<b>Directorate</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	March 2017	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position is responsible for providing efficient, professional and confidential administrative support to the Manager – Directorate.	
<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. Under the direction of the Manager – Directorate, organise meetings and appointments for the Director, field incoming telephone calls and manage incoming and outgoing correspondence.</li> <li>2. Manage and update databases including contact and events invitee lists for the Directorate office.</li> <li>3. Assist with organising intrastate, interstate and international business travel and accommodation, as required.</li> <li>4. Ensure that records are created and managed according to the Records Management policy and procedures, including, photocopying, document scanning, assisting with the preparation and collation of documents, meeting agendas and managing stationery stocks and supplies. Organise catering for business and staff meetings, including setting up and clearing up, as required.</li> <li>5. Under the direction and supervision of the Manager – Directorate, process the Gallery’s response to inquiries from other art institutions, artists, curators, academics, researchers and members of the public.</li> <li>6. Participate in cross-disciplinary project teams and support the Manager – Directorate on specific projects, as required. Assist the Manager – Directorate with research and writing as required, including briefs, speech notes, presentations and proposals.</li> <li>7. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> <li>8. Participate in and support organisational change initiatives and model NGV values and behaviours.</li> </ol>	



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<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. Good knowledge and skills in office administration, including the ability to manage appointments and schedules, handle and prioritise telephone calls and correspondence, and organise files and information.</li> <li>2. <u>Written and verbal communication</u>: prepares briefs, letter, emails and reports using clear, concise and grammatically correct language; and uses appropriate style and format. Ability to handle highly sensitive and confidential information and material. Excellent interpersonal skills, with an emphasis on tact and discretion.</li> <li>3. <u>Time management, organisation &amp; planning</u>: plans and prioritises work to ensure outcomes are achieved, supports other people in the time management of their tasks, uses time efficiently, develops realistic action plans and implements systems and procedures to guide and track progress and recognises barriers and finds effective ways to deal with them.</li> <li>4. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, builds trust through consistent actions, values and communication and minimises surprises. Cooperates and works well with others in pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.</li> <li>5. <u>Detail Focus</u>: observes fine details, identifies gaps in information; highlights practical considerations of plans and activities.</li> <li>6. <u>Advanced Computer skills</u>: uses a wide range of software application features for word processing, spreadsheets, etc. Assists others with problem-solving on word processing and related applications.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Working experience in an executive management office (desirable).</li> </ul>
<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>• Executive Management Team, and their offices;</li> <li>• Trustees and Committee Members, and their offices;</li> <li>• Internal and external service providers; and</li> <li>• Other colleagues and business contacts of the Directorate.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<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> </ul>



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	<ul style="list-style-type: none"><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>• 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>	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.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____