

The Position:	The Hugh Williamson Senior Curator of Contemporary Architecture and Design
Position Number/Classification:	6891 / VPS 6.1
Reports to:	Deputy Director
Work Unit:	Contemporary Architecture and Design
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd, Melbourne 3004
Date of Review	December 2014
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	This position is responsible for identifying and executing the overall design strategy for the NGV and for managing the curatorial Contemporary Architecture and Design department.
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 Contemporary Architecture and Design Department by aligning the team 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. 2. Be responsible for leading the development and implementation of new design strategies within NGV exhibitions as well as across the NGV Design Stores, products, cafes and garden. Providing professional advice to Gallery staff, as required. Ensure the integration and articulation of design across the institution as a driver of engagement, growth and innovation. 3. Working closely with the Assistant Director, Curatorial and Collection Management, be responsible for developing the NGV's collection in contemporary design through the development and implementation of an effective acquisitions strategy for the department, including the preparation of acquisition submissions. 4. Develop and implement a program of research and publishing to raise awareness of and promote the NGV's contemporary design collection and exhibitions nationally and internationally, by balancing projects of a specialist and scholarly nature with those of general public appeal. 5. Establish and maintain a network of contacts with local, national and international designers, collectors, dealers and donors. 6. Responsibly manage risk and resources in the Contemporary Architecture and Design department, including sound financial and contract management. Ensure that records are created and managed according to the Records Management policy and procedures. 7. Lead and participate in collaborative cross-disciplinary project teams, as required. 8. Establish and/or maintain a professional network to build relationships, maintain and increase skills base and knowledge, share information and provide identifiable benefits for the NGV. Represent the NGV in external forums and deliver lectures, seminars and symposiums, as required.
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. A tertiary qualification in Architecture, Industrial or Interior Design or equivalent combined with relevant experience. 2. <u>People management</u>: maximises effectiveness by selecting, developing and managing a high performing team, ensures staff are actively deployed through effective workforce

	<p>planning practices, builds team commitment by demonstrating personal conviction and motivates others to deliver against goals.</p> <ol style="list-style-type: none"> 3. <u>Creativity and innovation</u>: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice. 4. <u>Strategic planning</u>: thinks at the 'big picture' level, entertains wide-ranging possibilities in developing a vision for the future, works across a number of time frames and translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility. 5. <u>Relationship building</u>: establishes and maintains relationships with people at all levels, conveying ideas and information in a clear and interesting way, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals and collaborates and shares information. 6. <u>Commercial skills</u>: entrepreneurial, undertakes and acts on cost benefit analysis and shrewd in business dealings, aware of business opportunities and focuses on activities and projects that will bring the best business return for the team and organisation. Monitors expenditure against budget projections and ensures the use of honest, transparent and appropriate purchasing processes. 7. <u>Organising and planning</u>: sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required, identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress and recognises actual and potential barriers and finds effective ways to deal with them. 8. <u>Environmental scanning</u>: monitors external sources and identifies underlying trends, develops, maintains and uses a variety of systems, processes, and sources to gather information and gain deeper understanding and uses a range of references and professional networks to conduct specific research.
3. Other relevant skills, knowledge & experience	<ul style="list-style-type: none"> • 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"> • External designers and the design community. • Executive Management Team. • Other senior staff, including but not limited to those from Commercial Operations, Curatorial, Exhibition Management, Design and Multimedia, Photographic Services, Publications and Registration.
5. Other relevant information	<ul style="list-style-type: none"> • HR Delegation – Level 5 (refer to current schedule of HR Delegations) • The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment. • 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.

	<ul style="list-style-type: none"> • 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.
<p>6. About the role statement</p>	<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>
<p>7. Manager Authorisation</p>	<p>Signature : _____</p> <p>Name : _____ Date : _____</p>
<p>8. Employee Acceptance</p>	<p>Signature : _____</p> <p>Name : _____ Date : _____</p>