

The Position:	Senior Project Officer (Audience Engagement)
Position Number/Classification:	6848 / VPS 4.1
Reports to:	The Truby and Florence Williams Curator of Children's Programs
Work Unit:	Audience Engagement, Public Programs
Organisation:	National Gallery of Victoria
Location:	180 St Kilda Rd, Melbourne 3004
Date of Review	May 2016
Vision	Creating an inspiring future: Enriching our understanding of art and life.
Primary focus of the position:	To support The Truby and Florence Williams Curator of Children's Programs to deliver a high quality programs focused on engaging young visitors. This position is responsible for the project management of the department's exhibitions, projects, workshops and operational program.
1. Accountabilities (duties):	<p>In fulfilling the primary focus of the position the incumbent will liaise with The Truby and Florence Williams Curator of Children's Programs to typically:</p> <ol style="list-style-type: none"> 1. Prepare schedules, timelines and budgets to inform planning for exhibitions and programs for young visitors, and employ high level project management methodologies to ensure projects are delivered on time and within budget. 2. Manage Public Program staff members 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. 3. Manage recruitment, training and rostering for casual staff as required. Ensure adequate staffing levels at both sites and for special projects. 4. Work closely with Audience Engagement and Marketing staff to oversee relevant print and digital communications, as well as a range of communications with external stakeholders including individuals, partners and organisations. 5. Oversee the maintenance, collation and interpretation of statistical data and assist with the preparation of reports and proposals pertaining to children's exhibitions, youth programs and other initiatives. 6. Provide assistance to the Head of Audience Engagement and The Truby and Florence Williams Curator of Children's Programs, as required. 7. Ensure that records are managed according to the Records Management policy and procedures. 8. Contribute to departmental and team goals and participate in and support organisational initiatives and activities as required and model NGV values and 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. Direct or transferrable experience in project management within a cultural organisation or similar setting, including experience in managing individuals and/or teams, supplemented by sound knowledge of or interest in the visual arts and museum audiences. 2. <u>Organising and planning</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 and track work progress and recognises barriers and finds effective ways to deal with them.

	<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; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice. 4. <u>Decisiveness</u>: makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations and makes quick decisions where required. 5. <u>Project management</u>: produces budgets and project plans where objectives are clearly defined and action steps for achieving them are clearly specified, regularly communicates with, and supports project team members and ensures project objectives are met by anticipating and managing potential and emerging issues. 6. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels; cooperates and works well with others in the pursuit of team goals; actively seeks to improve others' skills and empowers others by investing them with the authority and latitude to accomplish tasks and appropriately delegates responsibilities to further the development of others. 7. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way; understands and meets the needs of target audiences; welcomes constructive feedback and sees things from others' points of view and confirms understanding; ensures written communications contain necessary information to achieve their purpose. 8. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment.
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. • Ability to act with diplomacy and maintain confidentiality on all information relating to NGV business.
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"> • The Truby and Florence Williams Curator of Children's Programs; Head of Audience Engagement • Children's Programs Officers • Audience Engagement department staff across the areas of Public Programs, Front of House and Membership • Other staff, including those from Exhibitions Management, Design & Multimedia, Marketing, Events, Education, Fundraising, Corporate Partnerships, Curatorial and Finance. • External art organisations, partners and individuals
5. Other relevant information	<ul style="list-style-type: none"> • 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. • 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.

	<ul style="list-style-type: none"> • 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>Name : _____</p> <p>Signature : _____ Date : _____</p>
<p>8. Employee Acceptance</p>	<p>Name : _____</p> <p>Signature : _____ Date : _____</p>