

THE POSITION:		SENIOR REGISTRAR, COLLECTION OPERATIONS
POSITION NUMBER/CLASSIFICATION:	6955 / VPS 3.2	
REPORTS TO:	Coordinating Registrar, Collection Operations	
WORK UNIT:	Registration	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	April 2016	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	Assist the Coordinating Registrar, Collection Operations to manage the registration aspects of permanent collection displays and to coordinate collection management activities.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Coordinate collection management activities, including the coordination of movement of works within gallery buildings; transport between galleries and storage sites; and collection storage maintenance. 2. Coordinate collection-based exhibitions and permanent collection displays, liaising with other staff and contractors, as required. 3. Work closely with the Coordinating Registrar, Collection Operations to undertake stocktake projects, including planning, sighting, research and reconciliation of records and documentation. Undertake regular inventories of galleries and storage areas and packing units. 4. Participate in multi-disciplinary project teams, including for specific collection exhibitions. 5. Provide planning advice and prepare and manage registration budget estimates for specific collection-based exhibitions and permanent collection displays. 6. Process new acquisitions to the NGV Collection including coordinating packing, local, national and international transport, documentation, receipting and processing of works upon arrival at the Gallery. 7. Provide assistance with other Registration duties and projects, as directed. 8. Ensure that records are created and managed according to the Records Management policy and procedures, including collection database and location records. 9. Contribute to departmental, team goals and participate and support organisational change initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders. 	



ROLE STATEMENT

<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. A good knowledge of and demonstrated experience in professional museum registration methods with an emphasis on collection management, combined with appropriate experience working in an art museum environment and well developed and demonstrated skills and awareness of the conservation requirements of safe handling, packing, display and transport of works of art. 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 work and track progress and recognises barriers and finds effective ways to deal with them. 3. <u>Communication</u>: prepare briefs, letters, emails and reports using clear, concise and grammatically correct language, ensuring all written communications contain necessary information to achieve their purpose using appropriate styles and formats; confidently conveys ideas in a clear and interesting way, understands and meets the needs of target audiences. 4. <u>Problem Solving</u>: seeks all relevant information for problem-solving, investigates and probes for the facts, analyses issues from different perspectives and draws sound inferences from information available and liaises with stakeholders and identifies workable solutions to problems. 5. <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 works well with others in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 6. <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.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Sound knowledge of and experience in the use of Collection Management Systems. Familiarity with Vernon would be an advantage.
<p>4. KEY RELATIONSHIPS</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"> • Senior staff from across the organisation. • Other staff of the Registration Department. • External service providers and suppliers, including freight agents and packing companies.



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	<ul style="list-style-type: none">• Lenders, visiting couriers, peers and colleagues from other arts and museum agencies, and other external stakeholders.
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.• 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.• 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.• The NGV requires all employees to have an understanding of its Risk Management Framework.• Conditions of employment are pursuant to the NGV's Enterprise Agreement.• All new appointments are subject to a three month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<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>
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____