

THE POSITION:		SENIOR REPORTING AND DEVELOPMENT COORDINATOR
POSITION NUMBER/CLASSIFICATION:	6995 / VPS 4.1	
REPORTS TO:	Head of Corporate Partnerships	
WORK UNIT:	Corporate Partnerships	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	March 2017	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	The Senior Reporting and Development Coordinator undertakes an integral role to develop high quality funding proposals and post-exhibition reports to support the NGV's fundraising initiatives and reporting requirements to corporate partners, donors and government supporters.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position, the Senior Reporting and Development Coordinator will:</p> <ol style="list-style-type: none"> 1. Develop high quality funding proposals and post-exhibition reports to support the NGV's fundraising initiatives and reporting requirements to corporate partners, donors and government supporters. 2. Coordinate, in a timely manner, all stages of proposal development including research (curatorial and otherwise), authoring, editing and content contributions from a range of departments. All documents should be self-checked for accuracy, completeness, grammar, formatting, brand compliance and consistency and should incorporate instructions and feedback from a range of departments. 3. Support the Corporate Partnerships and Fundraising departments with the development of presentations for the purposes of generating income for the NGV. 4. Assist with the identification and research of new and existing funding opportunities. In collaboration with the Head of Corporate Partnerships, lead contact with prospective financial supporters and cultivate productive relationships with external parties. 5. Author communication to Corporate Partners, Corporate Members and NGV Business Council Members to communicate the outcomes of exhibitions. 6. Develop an enhanced understanding of NGV exhibitions and projects. Keep abreast of developments in wider museum practice to enhance this capacity. 7. Undertake additional work as required to support the Corporate Partnerships team and other designated projects from time-to-time. 	



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	<ol style="list-style-type: none"> 8. Ensure records are created and managed according to the Records Management policy and procedures. 9. Maintain an awareness of competitor developments and priorities in the wider fundraising sector and ensure confidentiality pertaining to commercially sensitive, private donor information and the wider operations of the Gallery. 10. Participate in and support organisational change initiatives, contribute to departmental and team goals and model NGV values and behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders)
<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. Previous experience in developing funding proposals, supported by relevant tertiary qualifications. 2. <u>Written communication</u>: prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain necessary information to achieve their purpose and uses appropriate style and formats. 3. <u>Verbal communication</u>: confidently conveys ideas and information in a clear and interesting way, adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections, sees things from others’ points of view and confirms understanding and sells own ideas by linking them to others’ values, needs and goals. 4. <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. 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 other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 6. <u>Stakeholder management</u>: takes concrete steps to add value for the stakeholder, links people with other areas (as appropriate), monitors client and stakeholder satisfaction, constructively deals with stakeholder issues, constantly looks for continuous improvement opportunities and ways to innovate and makes specific changes in work methods to improve outcomes, quality and timeliness of service. 7. <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,</p>	<ul style="list-style-type: none"> • A highly motivated person with demonstrable drive and energy in the execution of their work



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<p>KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • An appreciation and enthusiasm for the arts, particularly the visual arts, as well as an understanding of the arts industry and relevant government legislation.
<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"> • NGV Directorate • NGV departments: Marketing, Events, Media and Public Affairs, Education and Public Programs • NGV Corporate Partners • NGV Business Council Members
<p>5. OTHER RELEVANT INFORMATION</p>	<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. • 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. • 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.
<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. EMPLOYEE ACCEPTANCE</p>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



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8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____
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