



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>EDUCATOR - CATHOLIC EDUCATION</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	TBC / VPS 4.1	
<b>REPORTS TO:</b>	Head of Education	
<b>WORK UNIT:</b>	<b>Education</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	December 2017	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	<p>This position is responsible for developing and delivering innovative, high quality education programs and projects that</p> <ul style="list-style-type: none"> <li>• support the priorities of the Catholic Education Commission Victoria (CECV)</li> <li>• provide participants with engaging, relevant and rewarding learning experiences inspired by the NGV collection and exhibitions</li> <li>• expand the reach of NGV Education programs to new audiences.</li> </ul>	
<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. Initiate, research, develop, implement and evaluate education programs and projects for teachers and students of all levels and across a range of subject areas, including Religious Education.</li> <li>2. Use innovative teaching strategies and methods, including digital technologies to undertake delivery of professional learning programs for teachers, and teaching of early years, primary and post primary students, including special needs students, students in regional and low socio-economic schools (SES) and English as Additional Language (EAL) students.</li> <li>3. Prepare and develop curriculum resources for students and teachers, including online learning resources that complement CECV ICON eLearning.</li> <li>4. Initiate and contribute to programs and projects that expand the reach of the NGV to new audiences and disadvantaged cohorts including rural and regional, low SES CECV schools.</li> <li>5. Work closely with senior staff in NGV Education to ensure the NGV's contracted obligations with the CECV are met, including advice, reporting and attendance at meetings as required.</li> <li>6. Support the wider role of education in the NGV, including contributing to funding applications, reports and participating in multidisciplinary project teams.</li> <li>7. Ensure that records are created and managed according to the Records Management policy and procedures.</li> </ol>	



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	<p>8. Contribute to departmental and team goals and participate in organisational change initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</p>
<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. Successful attainment of an appropriate teaching qualification, and current registration with the Victorian Institute of Teaching coupled with demonstrated understanding of current curriculum frameworks (including the Victorian Curriculum and the Victorian Certificate of Education) and education sector priorities (including those of the CECV).</li> <li>2. Proven experience designing, delivering and evaluating innovative learning programs and projects, including digital programs or projects, that effectively engage learners and meet different learning needs. Demonstrated commitment to the value of art and design education and/or the role of cultural learning.</li> <li>3. <u>High-level communication skills</u>: can quickly establish a natural rapport with a range of people, is able to use spoken and written language to convey and obtain information, insights and ideas and is able to provide information to a group of people in a formal manner.</li> <li>4. <u>Advanced research skills</u>: is able to gather information and insights from a variety of sources to produce new knowledge on a specific topic or issue.</li> <li>5. <u>Advanced priority and time management skills</u>: is able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use.</li> <li>6. <u>Cultural awareness</u>: understands the beliefs, customs, needs and expectations of the general community, a specific community, or client group, considers situations, activities, decisions and outcomes from the perspective of how people of different ethnic, religious, professional or social identifications might see them.</li> <li>7. <u>Accountability</u>: works to clear objectives in a transparent manner, accepts responsibility for decisions and actions, accepts new and different situations as a matter of course, takes action without being asked or directed to do so and maintains a positive attitude and continues to deliver consistent quality work in the face of challenging situations.</li> <li>8. <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.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Creative practical skills in art or design practice are desirable.</li> <li>• Experience in program and project delivery in the context of a major cultural organisation an advantage.</li> </ul>



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	<ul style="list-style-type: none"><li>• Flexibility to undertake outreach programs, including in regional areas, if required.</li></ul>
<b>4. KEY RELATIONSHIPS</b>	<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>• Education sector stakeholders including Department of Education and Training (DET), Catholic Education Melbourne (CEM), Independent Schools Victoria (ISV) and Teacher Professional Associations.</li><li>• Schools and other education providers including cultural organisations.</li><li>• NGV staff including Education, Multimedia, Audience Engagement, and Corporate Partnerships.</li></ul>
<b>5. OTHER RELEVANT INFORMATION</b>	<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><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>	<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>
<b>7. EMPLOYEE ACCEPTANCE</b>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



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<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____
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