



ROLE STATEMENT

THE POSITION:	MANAGER – DIRECTORATE
POSITION NUMBER/CLASSIFICATION:	6830 / VPS 6.1
REPORTS TO:	Director
WORK UNIT:	Directorate
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	April 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for providing high level organisational and research support to the Director. This position will also manage the day-to-day operations of the Directorate office.
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 Directorate office, including overseeing the coordination of incoming and outgoing communications both internally and externally, the scheduling of key appointments and meetings; functions and visits by external stakeholders, including any catering requirements and arrangements for travel, including accommodation, itineraries, and expense reconciliations. 2. Manage the Executive Assistant - Directorate by aligning them 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. 3. Develop and maintain key relationships with internal and external staff from other departments, government agencies, national and international cultural organisations, as well as sponsors and benefactors, and other key stakeholders. 4. Work closely with the Director and relevant senior staff to prepare speech notes for NGV events. Manage the official party according to the stakeholder plan. 5. Perform high-level research and scoping for early stage proposals or negotiations, developing briefs on options and recommendations. Research and prepare briefs, reports, presentations and scholarly articles, in consultation with the Director. 6. Lead and participate in cross-disciplinary project teams, and where required, attend meetings, produce minutes or relevant information to identify issues for appropriate action to be taken. 7. Lead and manage the development and implementation of procedures in relation to protocols, office systems, and administrative requirements for



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	<p>the Directorate office. Ensure that records are created and managed according to the Records Management policy and procedures.</p> <p>8. Contribute to departmental and team goals, participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders) and model NGV values and behaviours.</p>
<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. Extensive experience in the provision of high level executive support services to a senior executive. 2. <u>Written communication</u>: prepares complex briefs and reports using clear, concise and grammatically correct language; edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs and ensures appropriate style and formats are used. 3. <u>People management</u>: maximises effectiveness by selecting, developing and managing a high performing team, ensures staff are actively deployed through effective workforce planning practices, builds team commitment by demonstrating personal conviction and motivates others to deliver against goals. 4. <u>Planning and organising</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. 5. <u>Advanced computer skills</u>: Uses a wide range of software application features for word processing, spreadsheets, presentations etc. and assists others with problem-solving on word processing and related applications. 6. <u>Relationship building</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 communication and minimises surprises. 7. <u>Interpersonal skills</u>: detects the underlying concerns, interests or emotions that lie behind what is being said and done, presents as genuine and sincere when dealing with others, projects an objective view of another's position, uses understanding of individuals to get the best outcome for the person and organisation. 8. <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, enjoys a vigorous and dynamic work environment and accepts constructive criticism in an objective manner, without becoming defensive. 9. <u>Detail Focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information, highlights practical considerations of plans and activities.



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<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<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. • Understanding of and an interest in the arts industry.
<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"> • Creative Victoria, government departments and other arts agencies; • Council of Trustees; • Corporate Sponsors, Donors and Artists; and • Executive Management Team and other senior managers.
<p>5. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • HR Delegation – Level 6 (refer to Schedule of HR Delegations). • 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. • 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>



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7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____