



ROLE STATEMENT

THE POSITION:	LEARNING PROJECT ASSISTANT
POSITION NUMBER/CLASSIFICATION:	6730 / VPS 2.1
REPORTS TO:	Senior Project Officer, Learning
WORK UNIT:	Learning
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	December 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	Provide high level administrative support to the NGV Learning team in planning, delivering and evaluating learning programs and initiatives that extend the reach of NGV Learning projects.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Contribute to extending the reach of NGV Learning by supporting the engagement of existing and new audiences through specific projects, including NGV school support programs and audiences, including coordinating bookings and providing a high level of customer service. 2. Assist with administrative tasks related to NGV Learning projects, including planning timelines, resource bookings, scheduling meetings, preparing agendas and minutes, fielding incoming and outgoing correspondence, invoice processing, tracking budgets and liaising with stakeholders involved in programs as required. 3. Assist with compiling, creating and managing project proposals, reports, evaluations and records related to NGV Learning projects. Ensure that records are created and managed according to the Records Management policy and procedures. 4. Assist the Head of Learning and Senior Project Officer, Learning, as required. 5. Contribute to the ongoing development and improvement of processes and procedures. 6. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). 7. Participate in and support organisational change initiatives 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. <u>Organising and planning</u>. Good knowledge, skills and demonstrated experience in project administration, including the ability to organise, update and maintain files, documents and records and track multiple



ROLE STATEMENT

	<p>deadlines. Regularly plans and tracks progress on work tasks, takes an organised, methodical approach and addresses priority tasks first.</p> <ol style="list-style-type: none"> 2. <u>Problem solving</u>: seeks information needed to solve work problems, identifies and proposes practical solutions to problems, implements and adjusts solutions when endorsed by manager. 3. <u>Detail focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities. Proven ability to maintain accurate records. 4. <u>Written and Verbal Communication</u>: clearly explains information, uses a polite and considerate manner when dealing with others, prepares basic letters, emails and reports using clear, concise and grammatically correct language and includes content appropriate for the purpose and audience. 5. <u>Initiative, 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. 6. <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.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Knowledge of the visual arts and design, and the operations of an art museum or similar environment would be desirable. • Experience in arts access programs and/or project management would be desirable.
<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"> • Other Audience Engagement and Learning staff • Other NGV departments including Assets & Facilities; Marketing, Multimedia, Corporate Partnerships and Finance
<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



ROLE STATEMENT

	<p>to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</p> <ul style="list-style-type: none">• 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.
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	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
8. MANAGER AUTHORISATION	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>