



# ROLE STATEMENT

THE POSITION: CONSTRUCTION PROJECT MANAGER	
POSITION NUMBER/CLASSIFICATION:	6742 / VPS 4.1
REPORTS TO:	Design Project Manager
WORK UNIT:	Exhibition Design
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	December 2017
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	The Construction Project Manager is an integral member of the Exhibition Design team. In consultation with the Design Project Manager, the Construction Project Manager assists with the project management and coordination of exhibition design department project operations.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"><li>1. In consultation with the Design Project Manager, project manage and coordinate the key design phases and construction aspects of temporary exhibitions and infrastructure projects. This includes providing high-level authoritative advice and support to the Exhibition Design and project teams on all construction related matters.</li><li>2. Manage the Painters by aligning the team 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. As and when required oversee the NGV's carpentry workshop.</li><li>3. Work closely with the Design Project Manager to coordinate the planning and delivery of temporary exhibitions and infrastructure projects including preparing coordinated schedules, financial planning including seeking quotations, tendering, instigating procurement for approved services and overseeing delivery of construction ensuring highly effective management systems and techniques are used.</li><li>4. Supervise, liaise and negotiate with external contractors, consultants, designers and key departments to ensure all requirements are met for exhibitions and infrastructure projects.</li><li>5. In consultation with the Design Project Manager, define and delegate construction related tasks and manage priorities including establishing detailed forward planning, coordinated site scheduling and identifying assignment of tasks ensuring standards are met, including all negotiations and approvals during fabrication and construction stages.</li><li>6. Interpret and advise on architectural drawings and specifications including providing expert advice to exhibition design and project teams</li></ol>

	<p>on cost and time saving measures, construction methodology, material selection, OH&amp;S and all relevant building codes are met to ensure high quality outcomes.</p> <ol style="list-style-type: none"> <li>7. Establish a professional network with industry trades and suppliers including fostering relationships with industry leaders and innovators.</li> <li>8. Contribute to departmental and team goals and participate in and support organisational change initiatives and activities, as required, and model NGV values and behaviours.</li> <li>9. Ensure that records are created and managed according to the Records Management policy and procedures.</li> </ol>
<b>2. THE PERSON – KEY SELECTION CRITERIA</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Relevant tertiary qualification in construction management, architecture, building or related field is preferred coupled with a minimum 2 years industry experience in construction project management or similar role.</li> <li>2. <u>Project management</u>: produces project plans where objectives are clearly defined and action steps for achieving them are clearly specified, regularly communicates with, and supports project team members and ensures project objectives are met by anticipating and managing potential and emerging issues. Demonstrated proficiency in use of project management software.</li> <li>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, professionalism and motivates others to deliver against goals.</li> <li>4. <u>Contract and resource management</u>: prepares and monitors expenditure against budgets, raises resource issues in a constructive and solution-focussed way, uses honest, transparent and appropriate purchasing processes, negotiates and records various elements of contracts, and monitors expenditure and service delivery against contract specifications. Demonstrated proficiency in use of spreadsheet software and understanding of financial tracking and reporting.</li> <li>5. <u>Communication</u>: confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences, welcomes constructive feedback and sees things from others' points of view and confirms understanding.</li> <li>6. <u>Service Excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, takes responsibility for correcting problems promptly and without becoming defensive, makes specific changes in work methods to improve outcomes, quality and timeliness of service and monitors client and stakeholder satisfaction.</li> <li>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.</li> </ol>

	8. <u>Relationship building and team work</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, cooperates and works well with others in the pursuit of team goals and collaborates and shares information.
<b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of equal opportunity, OHS, risk management and ability to apply to work practices.</li> <li>• Knowledge and understanding of building codes.</li> <li>• Knowledge of CAD and related design programs including ability to prepare and interpret working drawings and specifications.</li> <li>• Knowledge and interest in the visual arts.</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>• Exhibition Design, Workshop and Construction, Multimedia, Exhibitions Management, Exhibitions and Collections Operations, Assets Facilities and Information Services, Engineering and Finance.</li> <li>• Key business contacts and external suppliers of goods and services.</li> </ul>
<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"> <li>• HR Delegation - Level 6 (Refer to current Schedule of HR Delegations)</li> <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 and 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>• 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</p>



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	plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____  Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____  Name: _____ Date: _____