

THE POSITION:		WEB DESIGNER
POSITION NUMBER/CLASSIFICATION:	TBC / VPS 2.2	
REPORTS TO:	Senior Web Designer	
WORK UNIT:	Multimedia	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	February 2018	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	Under the direction of the Senior Web Designer and working with the team, this position is responsible for day-to-day web design and production.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Under Direction, assist with the daily operations of web design, the delivery of online projects, products and services, including web and digital design for the NGV website and related web platforms, marketing and social media outputs, digital signage, digital publications, e-news, interactive applications, and audiovisual content. 2. As directed, assist in the content design and development process of web and interactive projects, from liaison with relevant NGV stakeholders, collating of digital content, design of interface and graphic elements, through to final publishing, including seeking approvals and copyright, and ensuring adherence to style guide and quality standards. 3. Collaborate with the Multimedia team to gather, manage and organise content, and to manage copyright and other rights issue, and provide production support for publishing of a broad range of digital content. 4. Assist with any research, special projects or other duties as directed that assist the Multimedia department in meeting its objectives. 5. 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). 6. Ensure that records are created and managed according to the Records Management policy and procedures. 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. An approved degree or diploma in Multimedia, Visual Arts, Graphic Design or related disciplines, coupled with experience as a web designer and developer as evidenced with a strong portfolio. 2. Experience with contemporary web design workflows and tools e.g. Photoshop/Sketch, Coda, Invision, and knowledge of up-to-date design 	



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	<p>practices e.g. responsive layouts, interface motion design, 'web app' design principles, and design/UX research.</p> <ol style="list-style-type: none"> 3. Knowledge and experience in front-end development including HTML/CSS/jQuery and Wordpress. Experience with Mailchimp, Wordfly, and Shopify will be advantageous. 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>Creativity and innovation</u>: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements and reflects on experience and is open to new ways to improve practice. 6. <u>Communication</u>: prepares emails and reports using clear, concise and grammatically correct language, ensures written communications contain the necessary information to achieve their purpose, confidently conveys ideas and information in a clear and interesting way and understands and meets the need of target audiences. 7. <u>Service excellence</u>: constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same, seeks all relevant information for problem-solving, 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. 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 communication, minimises surprises, collaborates and shares information and cooperates and works well with others in the pursuit of team goals. 9. <u>Drive and commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, accepts changed priorities without undue discomfort, perseveres to achieve goals, even in the face of obstacles, remains clam and in control under pressure and takes responsibility for own actions.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Familiarity with languages such as XML/JSON, SQL, PHP, and methodologies like AJAX, REST APIs. • Strong typographic knowledge and skills and experience with web design in the cultural sector • Background knowledge of Australian and International art, or experience with cultural content of institutions • Experience with web standards and issues for government departments or agencies. • An understanding of copyright issues in the arts sector.



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4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following: <ul style="list-style-type: none">• Graphic Design, Marketing, Media and Public Affairs and Public Programs.
5. OTHER RELEVANT INFORMATION	<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.
6. ABOUT THE ROLE STATEMENT	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.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____