

<b>THE POSITION:</b>		<b>HUMAN RESOURCES MANAGER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	TBC / VPS 5.1	
<b>REPORTS TO:</b>	Head of Human Resources	
<b>WORK UNIT:</b>	<b>Human Resources</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria (NGV)	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	March 2018	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	This generalist HR role acts as support to the Head of Human Resources and provides authoritative and responsive HR services to achieve the NGV's strategic and business objectives.	
<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. Manage Human Resources staff 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.</li> <li>2. Consult with and provide high-level advice to managers and staff on a range of employee relations issues including recruitment and performance management.</li> <li>3. Work with the Head of Human Resources to develop, review and implement a range of HR and people management policies and procedures to grow the capacity of managers to effectively support, develop and manage their staff.</li> <li>4. Participate in the development of HR strategies that are aligned with and contribute to organisational strategy, such as workforce and succession planning and change management projects, when required.</li> <li>5. Contribute to the development of training and professional development programs for staff in collaboration with the Head of Human Resources.</li> <li>6. Lead and participate in project teams and provide assistance to Governance, Policy and Planning, as required. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>7. Maintain close working relationships with internal and external stakeholders, and liaise with relevant consultants.</li> <li>8. Lead by example for staff including ensuring that you participate and support organisational change initiatives and that you understand, model and support NGV's policies and procedures.</li> </ol>	



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<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. A relevant tertiary qualification in Human Resources combined with sound knowledge and experience in a broad range of human resource management functions with an understanding of relevant legislation, policies and procedures.</li> <li>2. <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.</li> <li>3. <u>Project management</u>: produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, 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.</li> <li>4. <u>Organisational awareness and change management</u>: uses formal and informal influencing relationships and decision making tools, appreciates the responsibilities, legal obligations and limits that apply to an organisation and actively seeks to understand the priorities and interests of various groups and key individuals. Identifies the need to change, describes the reasons for the change, actively promotes and manages change and draws upon a range of sources for ideas and solutions.</li> <li>5. <u>Policy skills</u>: aware of, interprets and applies policies, drafts simple policies using research skills and consults with stakeholders and provides feedback on draft policies.</li> <li>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, responds flexibly to client needs, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, sees things from other’s point of view and confirms understanding, collaborates and shares information, expresses own views in a constructive and diplomatic way and accommodates and works well with the different working styles of others.</li> <li>7. <u>Drive, integrity and resilience</u>: demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others, enjoys a vigorous and dynamic work environment; perseveres to achieve goals, even in the face of obstacles, remains calm and in control under pressure, accepts constructive criticism in an objective manner, without becoming defensive and inspires trust by treating all individuals fairly.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and experience of payroll administration would be an advantage.</li> <li>• Flexible approach to work and the ability to stretch beyond traditional HR activities.</li> <li>• Knowledge of and commitment to EEO principles and practices.</li> </ul>

<p><b>4. KEY RELATIONSHIPS</b></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"> <li>• Service providers for training and counselling services;</li> <li>• Creative Victoria and other key government departments;</li> <li>• HR departments at other arts agencies;</li> <li>• CPSU and any other relevant unions;</li> <li>• Executive Management Team;</li> <li>• Other senior staff, including but not limited to those from the Governance, Policy and Planning section.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<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 &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>
<p><b>6. ABOUT THE ROLE STATEMENT</b></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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<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____