



ROLE STATEMENT

THE POSITION:	DOCUMENTATION OFFICER, DIGITISATION PROJECT
POSITION NUMBER/CLASSIFICATION:	6862 / VPS 2.1
REPORTS TO:	Publications Project Manager
WORK UNIT:	Digitisation Project Team
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 will contribute to the documentation of the NGV's Collection as part of the NGV's Digitisation Project.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Be responsible for registration aspects of recording accurate and complete records of the permanent collection on the CMS. Improve the quality, accuracy and completeness of collection information used for internal and public contexts, including collection management and online publication. 2. Ensure that formal verification procedures and documentation of the permanent collection are adhered to and completed according to international museum best practice and audit requirements are met. 3. Use the NGV's internal collection and cataloguing files to update records of the permanent collection on the CMS. Maintain the integrity of collection management data such as location history, parts and valuations as record structures are amended due to new cataloguing information. 4. Under direction from the Publications Project Manager and Digitisation Project Team verify information on the artworks related to the NGV's Digitisation Project to ensure they are accurate and update information where necessary in consultation with curatorial and other relevant NGV staff; and external resources. 5. With guidance from the Publications Project Manager and Digitisation Project Team ensure that all artworks related to the project are copyright cleared as per the guidelines set out in <i>The Copyright Act (1968)</i>. 6. Update the NGV's image database Cumulus with copyright status as works become catalogued and copyright cleared. 7. Maintain accurate records of artworks catalogued and copyright clearances achieved, and produce reports on each collection area. Ensure that records are created and managed according to the Records Management policy and procedures.

	<ol style="list-style-type: none"> 8. Work closely with other team members of the Digitisation Project and liaise with staff from the Registration, Cataloguing, Conservation, Curatorial, Exhibitions and Collections Operations, Multimedia, Photographic Services, and Publications departments. 9. 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). 10. Participate in and support organisational change initiatives and model NGV values and behaviours.
<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. A good knowledge of the application of the principles, practices and concepts of professional museum registration methods as it relates to the documentation of works of art, including with computerised collection management systems. 2. Additional desirable knowledge and experience of cataloguing standards, collection data formats, multimedia formatting and export rules coupled with knowledge and experience of safe handling of art works. 3. <u>Organising and planning</u>: regularly plans and tracks progress on work tasks, takes and organised, methodical approach to work and addresses priority tasks first. 4. <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. 5. <u>Teamwork</u>: cooperates and works well with others in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 6. <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. 7. <u>Communication</u>: prepares basic letters, emails and reports using clear, concise and grammatically correct language, organises information in a logical sequence, clearly explains information and listens for feedback, speaks clearly and concisely and keeps people interested when speaking and uses a polite and considerate manner when dealing with others. 8. <u>Service Excellence</u>: aims to exceed targets, sets personal standards of excellence and measures outcomes against them and strives to deliver outcomes in a timely manner. Seeks information needed to solve work problems, identifies and proposes practical solutions to problems and implements and adjusts solutions when endorsed by manager.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • An interest in and knowledge of the visual arts.



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4. KEY RELATIONSHIPS	<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">• Cataloguing;• Registration• Conservation;• Curatorial;• Exhibitions and Collections Operations;• Multimedia;• Photographic Services;• Publications
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.• 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>



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8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____
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