



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>INSTALLATION PROJECT MANAGER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0116 / VPS 4.1
<b>REPORTS TO:</b>	Manager, Exhibitions and Collections Operations
<b>WORK UNIT:</b>	Exhibitions and Collections Operations
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	May 2018
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	Assist the Manager, Exhibitions and Collection Operations, to coordinate staff and resources associated with the safe handling, installation, lighting, packing, transport and storage of works of art for NGV Exhibitions and Collection operations.
<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. In consultation with the Manager, Exhibitions and Collections Operations, project manage and coordinate the key phases of the handling and installation of works of art for temporary exhibitions and collection operations.</li> <li>2. Coordinate and supervise the Gallery Driver, Exhibitions and Collections Technicians and the Assistant Exhibitions and Collections Technicians by aligning them with the organisational values and goals through effective people management and modelling. This includes recruitment, inductions, clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee training and development.</li> <li>3. Responsibly manage risk and resources in the Exhibitions and Collections Operations section. This includes developing and communicating staff rosters using relevant rostering software, developing and managing budgets and updating the exhibition forecasting software, ensuring appropriate procurement practices are followed and work permits for contractors are prepared.</li> <li>4. Assist the Manager, Exhibitions and Collections Operations to manage OH&amp;S requirements, including contributing to a disaster recovery plan, undertaking Job Safety Analysis, development and review of Safe Work Method Statements, monitoring staff WorkCover claims and investigating and implementing improvements to work practices.</li> <li>5. Maintain adequate supplies of equipment and materials; ensure equipment is maintained in serviceable order and that staff are assigned to conduct monthly inventories.</li> <li>6. Ensure that documentation (location tracking) for collection management activities and display changeovers are accurately maintained and recorded to meet audit requirements. Ensure that</li> </ol>



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	<p>records are created and managed according to the Records Management policy and procedures.</p> <ol style="list-style-type: none"> <li>7. Ensure workshops and loading docks are kept in order, cleaned regularly and that a traffic management plan is implemented and followed.</li> <li>8. Work closely with the Conservation, Exhibitions Management, Exhibition Design and Registration departments to assess and coordinate Exhibitions and Collections Operations staffing requirements, logistics and resources associated with the Gallery's exhibitions and collection program.</li> <li>9. Demonstrate a flexible approach to work and an ability to meet changing priorities and demands while contributing to team goals and participate in organisational initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders.</li> </ol>
<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. Proven experience in workforce planning to ensure the best mix of staff resources are available and rostered within budget.</li> <li>2. <u>People and resource management</u>: maximises effectiveness by selecting, developing, managing, deploying and motivating a high performing team through empowering others by investing them with the authority and latitude to accomplish tasks. Prepares and monitors expenditure against budgets, raises resource issues in a constructive and solution-focussed way and uses honest, transparent and appropriate purchasing processes.</li> <li>3. <u>Project management</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, recognises barriers and seeks all relevant information to identify and propose workable solutions to deal with them effectively.</li> <li>4. <u>Computer skills</u>: ability to understand and use a wide range of software application features for word processing, spreadsheets, rostering, budgeting and procurement and to assist others with problem-solving on related applications.</li> <li>5. <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.</li> <li>6. <u>Relationship building and teamwork</u>: builds trust through consistent action and communication across all departments; cooperates and works well with others in the pursuit of team goals, takes responsibility for correcting problems promptly and without becoming defensive.</li> <li>7. <u>Personal drive and commitment</u>: proactive and self-starting, takes responsibility for own actions, enthusiastic and committed. Demonstrated capacity for sustained effort and hard work; and enjoys a vigorous and dynamic work environment. Remains calm, maintains a consistent pattern of behaviour under pressure and accepts changed priorities.</li> <li>8. <u>Communication</u>: ensures written communications contain necessary information to achieve their purpose; uses appropriate style and formats;</li> </ol>



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	<p>confidently conveys ideas and information in a clear and interesting way; welcomes constructive feedback. Presents as genuine and sincere when dealing with others, uses understanding of individuals to get the best outcomes for the person and organisation.</p>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of the principles and practices of Equal Opportunity, Risk Management, Occupational Health and Safety, and ability to apply them to work practices.</li> <li>• Ability to understand and use computer software applications such as Microsoft Word, Microsoft Excel and a rostering system, such as TimeTarget.</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>• Assets and Facilities, Conservation, Exhibition Design, Exhibition Management, Finance, Human Resources and Registration.</li> <li>• Visiting artists, curators, couriers and relevant business stakeholders.</li> <li>• Commercial material &amp; equipment suppliers.</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>• 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: _____