



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>EVENTS AND FUNCTIONS MANAGER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0147 / VPS 5.1
<b>REPORTS TO:</b>	Associate Director, Fundraising
<b>WORK UNIT:</b>	Events
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	July 2018
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position is responsible for the organisation and management of all NGV initiated events, for overseeing the NGV's Food & Beverage Contract and for the management of the Events team.
<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. Oversee the management, planning, coordination and delivery of the NGV events and functions program, in consultation with the Executive Management team, senior employees and other key NGV stakeholders. This includes financial planning, reporting and resource management for both the Events department and NGV events.</li> <li>2. Manage the Events department by aligning the team with the organisational values and goals through effective people management, including clearly defining role expectations, facilitating employee development and identifying opportunities to streamline procedures and improve efficiency. This also includes ensuring events are delivered safely and in accordance with NGV health and safety policies and standards.</li> <li>3. Oversee the execution and performance management of the NGV's Food &amp; Beverage Contract, which will include leading on all procedures relating to delivery, contracts, invoicing, reporting and management of customer facing standards as well as managing the tendering process when the contract reaches its conclusion.</li> <li>4. Oversee the planning and delivery of the annual NGV Gala and manage a project team, including suppliers and contractors, to build on the reputation of this newly established stakeholder event for the NGV calendar.</li> <li>5. Explore and identify new revenue streams for the NGV which may include sponsorship and in-kind support for events as well as new commercial opportunities through the NGV's Food &amp; Beverage Contract</li> <li>6. Liaise closely with the Fundraising, Media and Corporate Partnerships departments to contribute and deliver organisational outcomes which engage their stakeholders.</li> </ol>



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	<ol style="list-style-type: none"> <li>7. Establish a professional network to build relationships, maintain and increase your skills base and knowledge, share information and provide identifiable benefits for you and the NGV.</li> <li>8. 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).</li> <li>9. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>10. Participate in and support organisational change initiatives and model NGV values and behaviours.</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. Extensive experience in the planning, coordination and delivery of events for a high profile organisation.</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>Relationship Building</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations and minimises surprises.</li> <li>4. <u>Planning and organising</u>: sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required, identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress and recognises actual and potential barriers and finds effective ways to deal with them.</li> <li>5. <u>Drive and Commitment</u>: enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others and enjoys a vigorous and dynamic work environment.</li> <li>6. <u>Decisiveness</u>: makes rational and sound decisions based on a consideration of the facts and alternatives, makes quick decisions where required and commits to a definite course of action.</li> <li>7. <u>Resilience</u>: perseveres to achieve goals, even in the face of obstacles; remains calm and in control under pressure and accepts constructive criticism in an objective manner, without becoming defensive.</li> <li>8. <u>Project management</u>: uses effective project management methodologies, consults, liaises with and influences key stakeholders, produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues and ensures project objectives are met.</li> <li>9. <u>Advanced computer skills</u>: uses a wide range of software application features for word processing, spreadsheets (e.g. MS Word, PowerPoint, Excel and Outlook) and experience with (or an aptitude for learning) administration systems and events software (e.g. Tessitura, Priava</li> </ol>



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	and/or similar ). Ability to assist others with problem-solving on database systems and related applications.
<b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b>	<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>• A flexible approach to hours of work as there will be a requirement to work after hours/weekends from time to time.</li> <li>• Understanding of the protocol and standards required of a high profile organisation.</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>• Fundraising staff;</li> <li>• Other internal users of NGV events (e.g. Corporate Partnerships, Media and Public Affairs, Directorate);</li> <li>• Support providers, internal and contracts (e.g. Facilities and Operations and Symmetry Commercial);</li> <li>• Caterer’s onsite and head office representatives (e.g. outlet managers, venue manager, sales staff and administrative staff); and</li> <li>• External organisers of events as appropriate.</li> </ul>
<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"> <li>• HR Delegation – Level 5 (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>



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<b>6. ABOUT THE ROLE STATEMENT</b>	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.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____