



ROLE STATEMENT

THE POSITION:	REGISTRATION ASSISTANT, COLLECTION OPERATIONS
POSITION NUMBER/CLASSIFICATION:	6963 / VPS 2.1
REPORTS TO:	Coordinating Registrar, Collection Operations
WORK UNIT:	Registration
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	June 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	The position is responsible for providing administrative and registration support across collection management activities and permanent collection displays.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Assist with the preparation of documentation, accurate and timely data entry, and liaise with other staff and contractors, for collection based exhibitions, permanent collection changeovers and artwork movement within gallery buildings and between galleries and storage sites. 2. Under the direction of the Coordinating Registrar, Collection Operations process new acquisitions to the NGV collection including the coordination of packing, transport, documentation, receipting and processing of artworks upon arrival at the Gallery. 3. Work closely with the Coordinating Registrar, Collection Operations to undertake Collection stocktake, including sighting, research and reconciliation of records and documentation. Undertake regular inventories of galleries, storage areas and packing units. 4. Assist with the preparation and tracking of relevant budgets. 5. Assist the Coordinating Registrar, Collection Operations to prepare statistics and reports on collection management activities. 6. Act as a courier for loans, as required. 7. Assist with activities and tasks across the Registration department, as required. 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). 8. Ensure that records are created and managed according to the Records Management policy and procedures. 9. Participate in and support organisational change initiatives and model NGV values and behaviours.



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<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. <u>Priority and time management skills</u>: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work and addresses priority tasks first in line with agreed expectations about timeliness, quality and resource use. 2. <u>Service excellence</u>: aims to exceed targets, sets personal standards of excellence and measures outcomes against them, strives to deliver outcomes in a timely manner and maintains quality, accuracy and attention to detail in the face of time pressure. 3. <u>Communication</u>: prepares letters, emails and reports using clear, concise and grammatically correct language. 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. 4. <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. 5. <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 communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Familiarity and experience with using computerised databases, such as Collection Management Systems, would be an advantage. • Familiarity and experience with handling art works would be an advantage. • Possession of a current driver’s licence would be an advantage.
<p>4. KEY RELATIONSHIPS</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"> • Coordinating Registrar, Collection Operations • Registration staff • NGV staff across various departments • Suppliers • Donors and artists.
<p>5. OTHER RELEVANT INFORMATION</p>	<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



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	<p>required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.</p> <ul style="list-style-type: none">• 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	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____