



ROLE STATEMENT

THE POSITION:	SENIOR CONTENT DEVELOPER (LEARNING)
POSITION NUMBER/CLASSIFICATION:	VPS 4.1
REPORTS TO:	HEAD OF LEARNING
WORK UNIT:	LEARNING
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	November 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position is responsible for the development and delivery of innovative learning content that enhances and extends engagement with the NGV Collection and exhibitions.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Use high-level project management skills to plan and deliver a range of learning resources, with a specific focus on digital publishing, that successfully engage diverse audiences, including students, teachers and adults, with the NGV Collection and exhibitions. 2. Work collaboratively with the NGV Learning team and other internal and external stakeholders to identify learning resource needs, and adapt or leverage content by subject experts through well-developed research, writing and editing. Provide expert advice on educational concepts, delivery modes, and instructional design as required. 3. Develop and monitor strategies for the continued growth of NGV Learning resources and digital learning programs through online access such as the NGV website and NGV App. 4. Develop project proposals and briefs, and ensure alignment with NGV values and goals. Work collaboratively with internal stakeholders to develop marketing plans. 5. Develop and monitor project budgets, timelines, and reporting. Use high-level administrative skills to develop and maintain planning schedules, budgets and resources. Participate as a key staff person in inter- and cross-departmental projects and initiatives. 6. Ensure that records are created and managed according to the Records Management policy and procedures and develop and implement innovative strategies to contribute to the continuous improvement of planning, processes and procedures. 7. Contribute to departmental, team goals and participate and support organisational change initiatives and activities as required, including ensuring a safe and healthy environment for colleagues, visitors and stakeholders.

<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. Extensive experience in the planning, delivery and evaluation of learning content within a major organisation, with evidence of applied best practice in developing innovative and engaging learning resources and activities that meet identified learning outcomes for specific audiences (such as students, teachers, adults). Proven experience in developing engaging and interactive e-learning content. 2. Demonstrated understanding of, or ability to develop understanding of, curriculum frameworks including the Victorian Curriculum and Victorian Certificate of Education, as well as student and adult learning principles. A relevant tertiary qualification in art history, education, instructional design or related field and an interest in museum learning. 3. <u>High-level communication skills</u>: Confidently conveys ideas and information in a clear and interesting way. Understands and meets the needs of the target audience. Demonstrated skill in planning, writing and editing engaging content for different audiences, including learners of different levels and experience. 4. <u>Initiative, creativity, accountability and flexibility</u>: Proactive and self-starting. Generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements. Seizes opportunities and acts upon them and takes responsibility for own actions. Adaptable and recognises the merits of different options and acts accordingly. 5. <u>Organising, planning and project management</u>: Develops and implements processes, tasks and resources required to achieve a goal, including systems and procedures to guide and track work progress. Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. Produces budgets and project plans where objectives are clearly defined and action steps for achieving them are clearly specified. Regularly communicates with, and supports project team members and ensures project objectives are met by anticipating and managing potential and emerging issues. 6. <u>Cultural awareness</u>: Understands the beliefs, customs, needs and expectations of the general community, a specific community, or client group, considers situations, activities, decisions and outcomes from the perspective of how people of different ethnic, religious, professional or social identifications might see them. Demonstrates an understanding of the value of diversity. 7. <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 others in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others. 8. <u>Drive and commitment</u>: Demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.
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<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Sound knowledge of, or a demonstrated interest in visual arts and design. • Demonstrated commitment to the value of cultural learning across age levels, including the role of visual arts, design and STEM (Science, Technology and Maths) in education. • Qualification or relevant experience in teaching and/or prior experience in designing, developing or delivering learning programs or resources desirable.
<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"> • Internal stakeholders including NGV Audience Engagement and Learning, Curatorial, Marketing, Corporate Partnerships, Multimedia, Information Services, Publications. • External stakeholders including educators and students, funding bodies, organisations, partners and individuals. Education stakeholders including Department of Education and Training (DET), Catholic Education Melbourne (CEM), Independent Schools Victoria (ISV), Victorian Curriculum Assessment Authority (VCAA); and Teacher subject associations.
<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 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.
<p>6. ABOUT THE ROLE STATEMENT</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</p>



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	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.
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____