



ROLE STATEMENT

THE POSITION:	SENIOR DESIGNER
POSITION NUMBER/CLASSIFICATION:	6269 / VPS 6.1
REPORTS TO:	Manager, Exhibition Design
WORK UNIT:	Exhibition Design
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	December 2018
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This position works with the Manager, Exhibition Design to lead the creative direction of design at the NGV & contribute ideas & design strategy towards exhibitions, collection displays, infrastructure projects, events and programs.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Provide high-level authoritative advice and support to the Manager, Exhibition Design and other senior staff on design related matters, including major projects such as NGV Contemporary, NGV Triennial and other broader strategic gallery wide projects. 2. Working with the Manager, Exhibition Design, lead the creative design for the presentation of major temporary exhibitions, permanent collection and public displays, external NGV activations, programs and events including retail and hospitality. 3. Lead and manage the Design Project Manager and the Studio Manager by aligning them with organisational values and goals through effective people management and modelling. This includes clearly defining role expectations, monitoring performance, providing timely and constructive feedback and facilitating employee development. This also includes ensuring a safe and healthy environment. 4. Participate and actively contribute as a member of the relevant Exhibition Project team meetings and provide authoritative advice on design matters. Provide briefs to the Executive Management Team and other senior staff on the design of projects. 5. Responsibly manage risk and resources, including sound financial and contract management. This includes developing and managing complex budgets, negotiating for resources and monitoring expenditure against budget projections. 6. Work closely with the Manager, Exhibition Design to contribute to the development and implementation of design policy and philosophy for the NGV.



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	<ol style="list-style-type: none"> 7. Ensure effective oversight and management of external contractors and consultants undertaking tasks associated with exhibition design and production. 8. Establish a professional network to build relationships, maintain and increase skills base and knowledge, share information and provide identifiable benefits for the NGV. 9. Manage the record management and archiving of exhibition design collateral, in line with the Records Management policy and procedures.
<p>1. 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. An approved degree in Architecture, Industrial or Interior Design or equivalent qualification coupled with extensive leadership experience in a design environment, preferably controlling design projects, and demonstrated industry experience. 2. <u>Creativity and innovation</u>: 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 and reflects on experience and is open to new ways to improve practice. 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, builds trust through consistent actions, values and communication and minimises surprises, displaying strongly develop interpersonal skills. 4. <u>Communication and influence</u>: confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, gains agreement to proposals and ideas and builds behind the scenes support for ideas to ensure buy-in and ownership. Demonstrates capacity to manage and effectively resolve issues as they arise. 5. <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. Evaluates design outcomes to ensure continuous improvement. 6. <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.
<p>2. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • 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. • Ability to prepare and interpret working drawings and specifications.



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	<ul style="list-style-type: none"> • Competence in the use of industry standard computer applications/software. • Knowledge and understanding of digital technology and its use in interpretation with a museum/gallery context. • Knowledge and interest in the visual arts.
<p>3. 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"> • Key business contacts and external suppliers of goods; • Manager, Exhibition Design; • Executive Management Team; • Other senior staff, including but not limited to those from Conservation, Curatorial, Exhibition Management, Graphic Design and Facilities and Operations.
<p>4. OTHER RELEVANT INFORMATION</p>	<ul style="list-style-type: none"> • HR Delegation – Level 6 (refer to current Schedule of HR Delegations). • 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>5. 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 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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6. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
7. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____