



ROLE STATEMENT

THE POSITION:	HEAD OF REGISTRATION
POSITION NUMBER/CLASSIFICATION:	7059 / VPS 6.1
REPORTS TO:	Assistant Director, Curatorial and Collection Management
WORK UNIT:	Registration
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	January 2019
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This role is responsible for the management of the Registration department.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Manage the Registration department by aligning the team with the NGV's strategic direction 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. 2. Work with the Assistant Director, Curatorial and Collection Management to develop and implement policies, processes, systems and plans for collection management activities to meet the NGV's business plan. 3. Lead the Registration department's activities, including documentation of the collection, handling, packing, transport, couriering, accessioning, internal/external loans program, location tracking, inventories, public access, developing and maintaining storage systems and maintaining the computerised collection management system. 4. Lead and participate in collaborative cross-disciplinary project teams, as required, including large-scale international exhibitions. 5. Prepare reports, briefing papers and other documents for the Council of Trustees, Executive Management Team, and other senior staff as required. 6. Responsibly manage risk and resources in Registration, including sound financial, contract and records management. Ensure that records are created and managed according to the Records Management policy and procedures. 7. 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. Establish and/or maintain a professional network to build relationships, maintain and increase skills base and knowledge, share information and



ROLE STATEMENT

	provide identifiable benefits for the NGV. Represent the NGV in external forums, as required.
2. THE PERSON – KEY SELECTION CRITERIA	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Extensive experience and knowledge of Registration activities within a major art museum or equivalent appropriate experience. 2. <u>Strategic planning and change management</u>: entertains wide-ranging possibilities in developing a vision for the future, works across a number of time frames, identifies the need to change and actively promotes and drives change using broad influencing skills to overcome barriers and gain support. 3. <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. 4. <u>Project management</u>: 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. 5. <u>Resource management & commercial skills</u>: develops and manages complex budgets, negotiates for resources, monitors expenditure against budget projections, plans for and manages risks and ensures the use of honest, transparent and appropriate purchasing processes. Entrepreneurial, undertakes and acts on cost benefit analysis and shrewd in business dealings, aware of business opportunities and focuses on activities and projects that will bring the best business return for the team and organisation. 6. <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. 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 other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE	<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.
4. KEY RELATIONSHIPS	Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:



ROLE STATEMENT

	<ul style="list-style-type: none"> • Executive Management Team. • Other senior staff from across the organisation. • Staff from Conservation, Exhibitions Management and Design, Facilities and Operations and Photographic Services. • External service providers and suppliers, including freight agents and packing companies. • Lenders, visiting couriers, peers and colleagues from other arts and museum agencies, and other external stakeholders.
<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 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>
<p>7. EMPLOYEE ACCEPTANCE</p>	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
<p>8. MANAGER AUTHORISATION</p>	<p>Signature: _____</p>



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