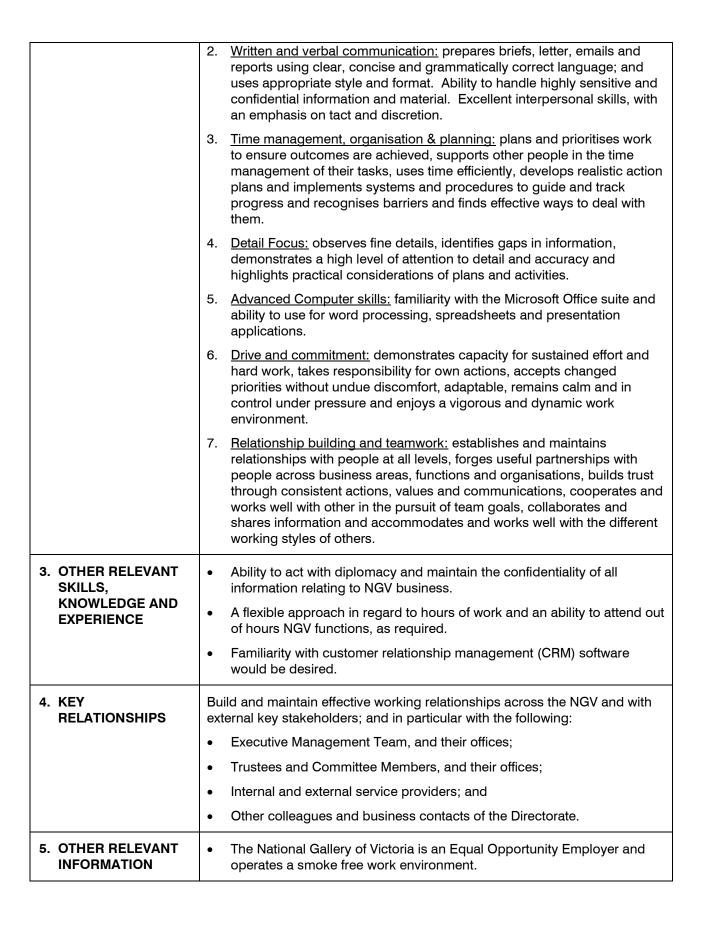
ROLE STATEMENT



THE POSITION:		EXECUTIVE ASSISTANT
POSITION NUMBER/CLASSIFICATION:		6866 / VPS 3.1
REPORTS TO:		Manager – Directorate
WORK UNIT:		Directorate
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 position is responsible for providing efficient, professional and confidential administrative and project support to the Manager – Directorate.	
1. ACCOUNTABILITIES (DUTIES):		
2. THE PERSON – KEY SELECTION CRITERIA	Previous e	e purpose of the position, the following attributes are required: experience in providing high quality administrative support and e in liaising with high profile stakeholders.

ROLE STATEMENT





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ROLE STATEMENT

	Hours of duty will be according to work unit require	ements.	
	 All employees of the National Gallery of Victoria are security clearances performed by Australian Federa required to undergo Human Resources and Risk, S Environment Inductions. 	al Police, and are	
	 In line with the Child Wellbeing and Safety Amendm Standards) Act 2015, the National Gallery of Victoria to upholding the Victorian Child Safe Standards, to and resources. 	a (NGV) is committed	
	 It is the employee's responsibility to familiarise ther understand and adhere to NGV's Policies and Proc time to time. 		
	 Conditions of employment are pursuant to the NGV Agreement. 	l's Enterprise	
	All new appointments are subject to a three month which may be subject to review.	probationary period	
6. ABOUT THE ROLE STATEMENT	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.		
7. EMPLOYEE ACCEPTANCE	Signature:		
	Name:	_ Date:	
8. MANAGER AUTHORISATION	Signature:		