



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>EXECUTIVE ASSISTANT</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6866 / VPS 3.1
<b>REPORTS TO:</b>	Manager – Directorate
<b>WORK UNIT:</b>	<b>Directorate</b>
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	January 2019
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position is responsible for providing efficient, professional and confidential administrative and project support to the Manager – Directorate.
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Provide assistance to the Manager – Directorate, including organising meetings and appointments for the Director, fielding incoming telephone calls and managing incoming and outgoing correspondence.</li> <li>2. Provide administrative support, including creating and maintaining files and databases; invoicing, managing RSVPs, mail-outs, document scanning, assisting with the preparation and collation of documents, meeting agendas, and managing stationery stocks and supplies.</li> <li>3. Assist the Manager – Directorate with research, writing and collating materials as required, including briefs, speech notes, presentations and proposals.</li> <li>4. Order catering for required meetings, and assist with setting up and clearing up, as required.</li> <li>5. Welcome and host Directorate guests who attend the NGV for meetings and events.</li> <li>6. Other administrative duties, as required.</li> <li>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).</li> <li>8. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>9. Participate in and support organisational change initiatives and model NGV values and behaviours.</li> </ol>
<b>2. THE PERSON – KEY SELECTION CRITERIA</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Previous experience in providing high quality administrative support and experience in liaising with high profile stakeholders.</li> </ol>



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	<ol style="list-style-type: none"> <li>2. <u>Written and verbal communication</u>: prepares briefs, letter, emails and reports using clear, concise and grammatically correct language; and uses appropriate style and format. Ability to handle highly sensitive and confidential information and material. Excellent interpersonal skills, with an emphasis on tact and discretion.</li> <li>3. <u>Time management, organisation &amp; planning</u>: plans and prioritises work to ensure outcomes are achieved, supports other people in the time management of their tasks, uses time efficiently, develops realistic action plans and implements systems and procedures to guide and track progress and recognises barriers and finds effective ways to deal with them.</li> <li>4. <u>Detail Focus</u>: observes fine details, identifies gaps in information, demonstrates a high level of attention to detail and accuracy and highlights practical considerations of plans and activities.</li> <li>5. <u>Advanced Computer skills</u>: familiarity with the Microsoft Office suite and ability to use for word processing, spreadsheets and presentation applications.</li> <li>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.</li> <li>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.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Ability to act with diplomacy and maintain the confidentiality of all information relating to NGV business.</li> <li>• A flexible approach in regard to hours of work and an ability to attend out of hours NGV functions, as required.</li> <li>• Familiarity with customer relationship management (CRM) software would be desired.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></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"> <li>• Executive Management Team, and their offices;</li> <li>• Trustees and Committee Members, and their offices;</li> <li>• Internal and external service providers; and</li> <li>• Other colleagues and business contacts of the Directorate.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> </ul>



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	<ul style="list-style-type: none"><li>• Hours of duty will be according to work unit requirements.</li><li>• 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 &amp; Environment Inductions.</li><li>• 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.</li><li>• 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.</li><li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li><li>• All new appointments are subject to a three month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	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.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____