



ROLE STATEMENT

THE POSITION:		ELECTRICIAN
POSITION NUMBER/CLASSIFICATION:		TBC / VPS 4.1
REPORTS TO:		Building Engineer
WORK UNIT:		Facilities and Operations
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		July 2019
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	This role supports the Building Engineer to deliver high quality electrical services to all NGV locations.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none">1. Support the Building Engineer to deliver electrical services to the gallery, within agreed timeframes and to agreed standards, meeting all regulatory and legislative requirements, across all NGV sites including NGV International, NGV Australia and offsite facilities.2. Deliver repairs and maintenance of all buildings, systems and equipment including preventative maintenance, essential services, emergency services, electrical control systems, lighting systems, electrical and mechanical switchboards, and network cabling.3. Conduct testing and tagging for all electrical equipment at the gallery buildings and offsite facilities. Ensure that electrical workshops have adequate and working stock and materials and are kept in a clean and safe environment.4. Respond effectively and efficiently to requests for repairs and services from staff and other gallery stakeholders.5. Participate in working groups and project teams to support the planning and implementation of exhibitions, events and programs including the installation of major temporary exhibitions. Provide information, reports, advice and recommendations as required.6. Become familiar with and operate relevant NGV's systems including the Building Automation System, Asset Management System and Service Desk.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. Ensure that records are created and managed according to the Records Management policy and procedures.	

	<p>9. Participate in and support organisational change initiatives and model NGV values and behaviours.</p> <p>10. Contributes to the overall success of the Department of Facilities and Operations by performing other duties as required.</p>
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. Proof of all Electrical Licences and Cabling Licences. 2. Proven experience in a similar role for no less than 5 years, coupled with an excellent knowledge of current preventative maintenance practices and building systems. 3. Sound knowledge of the interpretation and application of relevant OH&S rules and regulations (Australian Standards) and relevant legislation (building codes, fire safety). 4. <u>Stakeholder management</u>: liaises with contractors, responds to clients' needs, keeps the client or stakeholder up to date with issues and developments, promptly follows through on enquiries, requests and complaints, and takes responsibility for correcting problems promptly and without becoming defensive. 5. <u>Computer skills</u>: uses a wide range of software application features. Experience with facilities and asset management systems will be an advantage. 6. <u>Problem solving</u>: seeks all relevant information for problem-solving, investigates and probes for facts, liaises with stakeholders, analyses issues from different perspectives and draws sound inferences from information available and identifies and proposes workable solutions to problems. 7. <u>Drive and commitment</u>: demonstrate 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. 8. <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"> • The preferred candidate will be required to undergo a functional pre-employment assessment to ensure that they will be safe and capable of performing the key physical demands of this position. • The incumbent may be required to work outside of standard business hours or weekends.
4. KEY RELATIONSHIPS	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p>



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	<ul style="list-style-type: none">• Exhibition Design and Management Teams• Collections Operations Team• Multimedia Team• Lighting Team• Service providers including security, electronic security, fire services, hydraulic services and mechanical services.
5. OTHER RELEVANT INFORMATION	<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.
6. ABOUT THE ROLE STATEMENT	<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>
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____



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