



ROLE STATEMENT

THE POSITION:		PAINTER
POSITION NUMBER/CLASSIFICATION:		7077 / VPS 2.2
REPORTS TO:		Project Manager
WORK UNIT:		Exhibition Design
ORGANISATION:		National Gallery of Victoria
LOCATION:		180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW		March 2021
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	Under direction carry out painting / decorating / renovation services for exhibitions, capital and maintenance projects for the National Gallery of Victoria.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none">1. Under direction, carry out painting services for exhibition, capital works and maintenance activities for the NGV.2. Assist with plastering / decorating / renovation services for exhibition, capital works and maintenance activities for the NGV.3. Ensure that all works undertaken are to the highest quality for finished works.4. Assist the Project Manager with estimates and ordering of painting supplies.5. Carry out cleaning of the workshop, paint stores and construction sites as required.6. Provide progress reports to the Construction Project Manager on a regular basis. Assist with other works, as required.7. Maintain all equipment to ensure that safe work practices are adhered to and ensure workshop and construction sites comply with OH&S standards.8. 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).9. Participate in and support organisational change initiatives and model NGV values and behaviours.	
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. Evidence of successful completion of an approved apprenticeship in painting or possession of equivalent qualifications. Good knowledge of OH&S rules and regulations.	

	<p>2. Appropriate experience with the timely delivery of construction and maintenance services and the ability to estimate materials for painting and interpret architectural drawings.</p> <p>3. <u>Organising and planning</u>: regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work and addresses priority tasks first.</p> <p>4. <u>Verbal communication</u>: clearly explains information and listens to feedback, speaks clearly and concisely and keeps people interested when speaking and uses a polite and considerate manner when dealing with others.</p> <p>5. <u>Service excellence</u>: aims to exceeds targets, sets personal standards of excellence and measures outcomes against them, strives to deliver outcomes in a timely manner, looks for new or more precise ways of meeting goals set by others and maintains quality in the face of time pressure.</p> <p>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.</p> <p>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.</p>
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. • Possession of a current driver's licence. • Current licence to operate scissor lift and forklift, or willing to be trained. • Current first aid certificate or willing to be trained in first aid. • Possess a current Construction Induction Card (White/Red Card), or willing to be trained.
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> <ul style="list-style-type: none"> • NGV Departments such as Facilities and Operations.
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



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	<p>required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.</p> <ul style="list-style-type: none">• 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	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
8. MANAGER AUTHORISATION	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>