



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>PROJECT ASSISTANT, NGV CONTEMPORARY</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	7116 / VPS 2.2
<b>REPORTS TO:</b>	Project and Sustainability Coordinator, NGV Contemporary
<b>WORK UNIT:</b>	<b>Facilities and Operations</b>
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	January 2026
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	Reporting to the Project and Sustainability Coordinator, NGV Contemporary (NGVC), and as part of the Project Team, the Project Assistant will contribute to the successful delivery of the NGV Contemporary project through administrative and project support to the Department, project teams and senior staff
<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. Work with the Project and Sustainability Coordinator, NGVC to deliver effective and efficient administrative and project support services to the NGV Contemporary project, cross-disciplinary teams and senior staff.</li> <li>2. Deliver project support to the NGV Contemporary project including developing project plans, tracking and monitoring timelines, preparing reports and other communications and tracking budgets, to support the timely delivery of project activities.</li> <li>3. Deliver administrative support to the NGV Contemporary project, including coordination of team meetings, recording and tracking of meeting outcomes and coordinating the delivery of agreed outcomes.</li> <li>4. Provide assistance to the Project and Sustainability Coordinator, NGVC and other senior staff, with research, writing and preparation of presentations, with a focus on museum best practice.</li> <li>5. Work collaboratively and effectively with staff and teams across NGV, as well as NGV Contemporary project partners.</li> <li>6. Ensure that information is created and managed according to the Information Management policy and procedures, including compliance with privacy and data security requirements.</li> <li>7. 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. <u>Previous experience</u> providing high quality administrative and project support coupled with a relevant tertiary degree.</li> </ol>



# ROLE STATEMENT

	<ol style="list-style-type: none"> <li>2. <u>Communication</u>: prepares briefs letters, emails and reports using clear, concise and grammatically correct language and uses a polite and considerate manner when dealing with others. 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 and planning</u>: accepts responsibilities for own actions, supports other people in the time management of their tasks, uses time efficiently, develops realistic action plans and takes an organised, methodical approach to work and recognises barriers and finds effective ways to deal with them.</li> <li>4. <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> <li>5. <u>Detail focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.</li> <li>6. <u>Advanced computer skills</u>: Uses a wide range of software application features for word processing, spreadsheets, etc. Assists others with problem-solving on word processing and related applications.</li> <li>7. <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> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Recent graduates are encouraged to apply for this role.</li> <li>• Proficiency in MS Office products (including Word, Excel and PowerPoint) and experience with Adobe suite, is required.</li> <li>• Knowledge of MS Project and CAD would be advantageous.</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>• Project and Sustainability Coordinator, NGV Contemporary, and senior staff within the Facilities and Operations department.</li> <li>• Associate Directors, Heads of Department, and other senior staff.</li> <li>• Staff from the Melbourne Arts Precinct Transformation project partners including Development Victoria, Creative Victoria, MAP Co and Arts Centre Melbourne.</li> <li>• Internal and external service providers.</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>



# ROLE STATEMENT

	<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 Act 2005 (Vic)</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 six month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	<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>