



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Art Gallery Assistant (Part Time)

Position No (If applicable): N/A

Contact Name: Alan Guihot

Telephone: (02) 6562 1432

General Conditions of Employment

- Position:** Art Gallery Assistant (Part Time)
- Position No (If applicable):** N/A
- Award:** ATSIHWP & ACCHS Award 2020
- Classification:** Administration Grade 2 to Grade 3
- Salary:** \$28.49 to \$31.88 per hour to be negotiated
- Award entitlements:** Uniform Allowance
- For Identified positions:** Pursuant to Section 14D of the Anti-Discrimination Act 1977(NSW)
Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
- Benefits:** 9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
- Employment clearances:** Selection criteria - see page 10.
- Application:** Email to: hr@durri.org.au
- Or post marked confidential to:** Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440
- Closing Date:** Monday 05 July 2021 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For over 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. Completed position application form - see page 5.

2. Covering letter

A covering letter not exceeding one page is required.

3. Resume

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. Selection criteria - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Drivers Licence:
 Yes No

Drivers Licence Class:

Drivers Licence expiry date:

Do you identify as Aboriginal or Torres Strait Islander?
 Yes No

Do you identify as having a disability?
 Yes No

Are you an Australian citizen or permanent resident?
 Yes No

Do you have Working with Children check number? If Yes provide WWCC No:
 Yes No If Yes provide Date of Birth:

Do you have a current Police check? If Yes provide date:
 Yes No

Do you have evidence of Vaccinations?
 Yes No

Have you provided evidence of your Qualifications?
 Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title: Art Gallery Assistant		Business Unit: Dunghutti-Ngaku Aboriginal Art Gallery
Reports To: Art Gallery Coordinator		Direct Reports: Nil
Primary Objective		
<p>This position is responsible for both the provision of quality services to all internal and external clients and for overall administrative support across the program.</p> <p>The key objectives of the role include:</p> <ul style="list-style-type: none"> • Providing customer service to all visitors to the Gallery. • Providing information about the artists from the Dunghutti region, both established and emerging, that the gallery showcases. • Answering questions that customers may have. • Providing administrative support services to the Gallery including answering the phone, receiving and receipting incoming artworks, receipting outgoing sales of works, pricing, using the Merchant (EFTPOS) facility, marking off works sold on the artists inventory, wrapping and packaging artworks, printing artwork certificates, hanging and labelling artworks, managing stock and merchandise, recording attendance figures, dusting and sweeping, opening and closing the gallery. • Maintenance of artists' profiles, spreadsheets, databases, and the website to ensure data integrity and accuracy. • Liaising, as required, with artists and with the local community in support of gallery-based initiatives. This could include visits to artists in their homes or studios, bringing artists to the gallery, visits to schools or other local institutions, and assistance with organising workshops and meetings. 		
Position Dimension and Decision-Making Authority:		Key Communication Contacts:
	Contact/Organisation	Purpose/frequency of contact
Without referral to manager – <ul style="list-style-type: none"> • Routine enquiries from internal and external clients and the community. 	Gallery Coordinator	Daily – around direction and achievement of accountabilities.
After Consultation with manager or others – <ul style="list-style-type: none"> • Complex enquiries from internal and external clients and the community. 	Client and Community	As needed – providing help and advice on general enquiries.
Referred to coordinator or others	All Staff	As needed – support where appropriate.

<ul style="list-style-type: none"> • Operations and capital expenditure. 		
Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Customer Service and Reception	<ul style="list-style-type: none"> • Answering incoming calls and where appropriate resolving issues/problems in the first instance to ensure internal and external client satisfaction. • Welcoming visitors, assisting with their enquiries, informing them about the artists and their cultural heritage. • Maintaining the presentation of the Gallery to ensure that a professional image is always maintained. 	<ul style="list-style-type: none"> • Client feedback. • Community feedback.
Administration, Exhibitions, Records, Coordination and Documentation	<ul style="list-style-type: none"> • Assisting with the organisation and coordination of administrative activities in an efficient and effective manner. • Contributing to the delivery of routine administrative activities such as documenting artworks, developing computer templates, preparing documentation, and scheduling exhibitions, media releases, invitations, and advertising. • Ensuring accurate, efficient handling of monies including all EFTPOS transaction including MOTO (over the phone) transactions and cash transactions. • Supporting the Coordinator and team members with additional administrative tasks as required. • Assisting with maintaining relevant databases through accurate data input and processing to ensure that records are always kept up to date. 	<ul style="list-style-type: none"> • Maintain effective and accurate filing systems. • Feedback around ease of access to artists' records. • Customer feedback. • Artists' feedback. • Community feedback.

	<ul style="list-style-type: none"> Maintaining an effective filing system to ensure that information is easily accessible and understood by all staff. 	
Teamwork and Collaboration	<ul style="list-style-type: none"> Effectively collaborating with team members to ensure the Gallery is operating effectively and efficiently, while maintaining a harmonious team environment. Representing the Gallery in the community by assisting with community-based projects and exhibitions. Establishing and supporting the maintenance of communications between the gallery and artists from the Mid North Coast region. Ensuring compliance with relevant WH&S legislation and that any issues are identified and actioned in line with the policies. 	<ul style="list-style-type: none"> Feedback from colleagues.
Compliance	<ul style="list-style-type: none"> Complying with all relevant legislation and regulatory standards. 	<ul style="list-style-type: none"> WH&S Act 2011; EEO; Confidentiality.
Reporting	<ul style="list-style-type: none"> Contribute to statistical and management reports to meet organizational and statutory requirements including analysis and recording of visitor numbers. 	<ul style="list-style-type: none"> Accuracy and timeliness of contribution to reports.
Policy and Procedures	<ul style="list-style-type: none"> Assisting in developing and complying with policies and procedures to ensure the gallery is in line with strategic objectives. Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in staff immunisation program. Compliance with and understanding of EEO Legislation. 	<ul style="list-style-type: none"> Provide consistent and high standards of compliance with policies and with best practice.
Key Challenges:		Personal Specification:
<ul style="list-style-type: none"> Achieving high level customer service to internal and external clients. 		Essential Criteria:

<ul style="list-style-type: none"> Achieving administrative program requirements within tight timeframes. 	<ol style="list-style-type: none"> 1. Aboriginal or Torres Strait Islander descent (<i>This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977</i>). Proof of Aboriginality from Local Land Council or Elders. 2. High level written and verbal communication skills. 3. Experience working with Aboriginal Communities with the ability to build and maintain relationships. 4. Demonstrated experience and skills in business support, administration, or reception environment. 5. Ability to hold all relevant security clearances including <i>National Police Check</i> and <i>Working with Children</i> clearances. 6. Senior First Aid or willingness to undertake. 7. Current Driver's Licence. 8. Ability to maintain confidentiality and to exercise tact, initiative, and sound judgement. 9. Sound level of numeracy and demonstrated attention to detail. 10. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
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Selection Criteria

Essential Criteria:

1. Aboriginal or Torres Strait Islander descent (***This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977***). Proof of Aboriginality from Local Land Council or Elders.
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6. Senior First Aid or willingness to undertake.
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