

## Applicant Information

Thank you for your interest in applying for a position with the National Gallery of Australia (the Gallery).

The following information is provided to ensure that all applicants clearly understand the requirements of the selection process.

### What it means to work at the National Gallery of Australia

The Vision of the Gallery is the cultural enrichment of all Australians through access to their national art gallery, the quality of the national collection, the exceptional displays, exhibitions and programs and the professionalism of our staff.

There are approximately 280 ongoing and non-ongoing staff employed at the Gallery.

At the Gallery we value:

**Art for everyone** – we want everyone to experience art, providing access to art within and beyond the Gallery walls – if you can't come to us, then we'll come to you.

Everyone's life can be enriched by art, and everyone will find something to engage with in the national art collection.

**Striving for excellence** – we strive to lead the way in our field and in everything we do. We are open to new ideas and new ways of doing things.

**Creative engagement** - we are creative in the way we draw people in and sustain their attention. We approach challenges with a positive problem-solving approach. We aim to bring out the best in each other.

**Courage** – we are not afraid to forge new paths and be progressive.

**Respect** – we treat everyone with consideration and courtesy, and we embrace diversity.

At the Gallery we behave in a manner that upholds the following principles:

**Respect** – we respect and acknowledge each other's diversity, background, experience, skills, expertise and views, and treat each other with consideration.

**Trust** – we act with trustworthiness, honesty and fairness.

**Communication** – we share information in a timely and appropriate manner.

**Teamwork** – we work together, willingly and cooperatively, to meet agreed targets, deadlines and goals.

**Accountability** – we deliver on our commitments, and we are accountable for our actions and decisions.

The Gallery has an established workplace diversity framework that reflects the expectations of Government and the community about a fair, inclusive and productive workplace.

**Benefits of working with the Gallery**

|                               |  |
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| Salary rates                  | Salary rates for all positions can be located in Appendix 1 of the <i>National Gallery of Australia Enterprise Agreement 2011-2014</i> .   |
| Superannuation                | <p>New employees are able to choose which superannuation fund contributions will be paid into. If no choice is made, contributions will be paid into the default scheme, which is the Public Sector Superannuation Accumulation Plan (PSSAP).</p> <p>Commonwealth employees who have an existing interest in either the CSS or PSSdb superannuation schemes will generally continue to have their employer contributions paid to that scheme.</p> <p>Employees may also elect to salary package additional superannuation contributions to a fund of their choice.</p>   |
| Leave                         | <p>Employees are entitled to generous leave conditions including:</p> <ul style="list-style-type: none"> <li>• Recreation leave (20 days per year)</li> <li>• Personal leave (18 days per year)</li> <li>• Purchased leave (up to 4 weeks per year)</li> <li>• Maternity leave (14 weeks full pay or 28 weeks half pay)</li> <li>• Paternity leave (2 weeks)</li> <li>• Adoption/ Long Term Fostering leave (14 weeks full pay or 28 weeks half pay)</li> <li>• Compassionate leave (2 days on each occurrence)</li> <li>• Long Service Leave (3 months after 10 years service)</li> <li>• Defence Leave</li> <li>• Community Service Leave</li> <li>• Other leave with pay for emergencies and bereavement related absences.</li> </ul> |
| Flexible working arrangements | The Gallery offers attractive work life balance opportunities including access to flexible working hours, Christmas closedown, home based work and access to part time hours.  |

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| Work Health and Safety | The Gallery has a well established work health and safety management system in place and actively promotes a safe and healthy work environment.   |
| Salary Packaging       | Access to the Gallery Salary Packaging Scheme is available to all employees whose period of engagement is over 12 months.   |
| Other benefits         | <p>Development – employees are encouraged to identify learning requirements and attend appropriate development opportunities.</p> <p>Studies assistance – employees who are undertaking tertiary study may be granted study leave and reimbursement of related expenses.</p> <p>Employee assistance – employees and their families have access to free and confidential counselling to assist with personal and/or work related issues.</p> |

### Conditions of Employment

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| Eligibility for employment | <p>To be eligible for employment with the Gallery applicants will:</p> <ul style="list-style-type: none"> <li>• Be an Australian citizen, or in the process of applying for citizenship.</li> <li>• Be of good character, as evidenced by satisfactory police clearance.</li> <li>• Be assessed as medically fit to undertake the duties of the position.</li> </ul>      |
| Probation                  | A probationary period of at least 3 months, and possibly longer, will allow a probationary employee to settle into the Gallery work environment, have their health and fitness assessed by an authorised medical practitioner and participate in performance reviews with their manager.  |
| Employment conditions      | <p>Gallery staff are employed under the <i>National Gallery Act 1975</i>. Specific employment conditions are covered by the <i>National Gallery of Australia Enterprise Agreement 2011-2014</i>.</p> <p>As Commonwealth employees all Gallery employees are expected to uphold the Gallery's <i>Values and Behaviours</i> and comply with the <i>Code of Conduct</i>.</p> |

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| <p>Performance Management Scheme (PMS)</p> | <p>The aim of the PMS is to develop a strong performance culture, increase productivity and individual performance, and ensure the alignment of individual effort to the key strategies and targets identified in the NGA's annual and strategic plans.</p> <p>Performance management is a continuous process that relies on each employee and their supervisor to identify the key tasks that they will be responsible for during an agreed period, identify how the achievement of these tasks will be measured and discuss performance and provide feedback on a regular basis.</p> <p>Salary advancements are linked to the PMS and participation in the scheme is mandatory.</p> |
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## Preparing Your Application

### Initial Preparation

Before you commence writing your application make sure you carefully read the following:

- the *Duty Statement* which lists the duties and responsibilities of the position; and
- the *Selection Criteria*, which specifies the key skills, abilities, knowledge, qualities and qualifications (if necessary) required to perform the duties of the position.

You are also encouraged to talk to the contact officer about the position and ask questions. It is in your interest to familiarise yourself with other corporate documentation including annual reports; the *National Gallery Act 1975*; *Strategic Plan*; and the *National Gallery of Australia Enterprise Agreement*. These documents are available on the website.

### Presentation of your Application

Your application should be either typed or neatly handwritten. The following approach will ensure that adequate information is provided for the Selection Advisory Committee to assess your claims.

It is suggested that your application consist of three parts:

1. the enclosed cover sheet, with all boxes completed;
2. statement addressing the selection criteria; and
3. Curriculum Vitae (Work History - for the last ten years).

### Statement Addressing the Selection Criteria:

Your statement addressing the selection criteria is the most important part of your application as it will be used by the Selection Advisory Committee to determine whether or not you are selected for interview.

It is therefore most important that you provide an outline of your claims in respect of each criterion. Use the selection criteria as headings and under each heading explain the relevance of your abilities, experience, qualifications, standard of work performance and personal qualities as they relate to the tasks on the duty statement. Avoid using broad statements and ensure you provide relevant examples and highlight any achievements which will demonstrate your claims against each criterion.

In preparing your statement, concentrate on the quality of the information provided, not the quantity. It is important to note that in some instances selection committees choose the successful candidate based on the application and referee comments only (ie: it is not always necessary to conduct an interview).

### Your Curriculum Vitae:

This should comprise personal particulars and a chronological outline of your work history relevant to the position sought. The following format is suggested:

- Full Name.
- Educational qualifications - including name of qualification, date and institution. If your qualifications are only partly completed give name of institution and date when course was started.
- Employment history - including dates, position occupied, name of employer, work area and brief outline of duties undertaken.

### Referees

Always include the name, location and day time contact number of two referees, preferably your present and/or recent former supervisors. Your referees may be contacted at any time during the selection process, but are usually only contacted if you are considered to be in serious contention for the position. The Selection Advisory Committee may also request that written referee reports addressing the selection criteria are brought along to the interview.

### Closing Times

Applications will be accepted until 5.00pm on the closing date notified in the advertisement.

Your application should be emailed to: [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au)

Alternatively, it may be faxed to (02) 6240 6561 or posted to:

The Recruitment Officer  
National Gallery of Australia  
GPO Box 1150  
Canberra ACT 2601

### Late Applications

Every effort should be made to submit your application on time as late applications may not be accepted. However, if you are not able to lodge your application by the closing time or date, you should discuss your circumstances with the contact officer to find out if a late application will be accepted.

## The Selection Process

The following information details the stages involved in this selection process:

| Stage                      | Description  |
|----------------------------|--|
| Shortlisting               | Initial shortlisting will involve assessment of your application, including your claims against the selection criteria, and Curriculum Vitae. It is important that you address each selection criterion thoroughly and succinctly in your application and only include information that is relevant to the position.   |
| Availability for Interview | If shortlisted you may be required to attend an interview. You should be available for an interview from the advertised closing date. A minimum of two days notice for an interview will usually be given to short listed applicants.  |
| Referee reports            | Please include details of two referees on the Personal Particulars Form. Referees may be contacted at any time after the closing date for applications. Please note any sensitivity about this on the form. The Selection Advisory Committee will only seek referee reports for those applicants who have been shortlisted.  |
| Approval                   | The Selection Advisory Committee produces a selection report containing recommendations based on the relative capacity of the applicants against the selection criteria. The report is submitted to a senior member of staff authorised by the Director (the delegate) who approves the report.  |
| Advice and feedback        | All candidates are advised if they are successful or unsuccessful in gaining a position. Information about obtaining feedback will be sent to you in writing at the end of the selection process.  |
| Further information        | <p>If you would like further information about the Gallery please visit our website <a href="http://www.nga.gov.au">www.nga.gov.au</a> or contact the nominated contact officer for the position.</p> <p>Applicants who wish to withdraw at any stage during the selection process should send notification of their withdrawal in writing to the Recruitment Officer. It can be emailed to <a href="mailto:recruitment@nga.gov.au">recruitment@nga.gov.au</a></p> |

**Merit Selection**

All appointments to the National Gallery of Australia are based exclusively on merit to ensure equal employment opportunities for all.

Should you require any further information you should contact the Recruitment Officer on (02) 6240 6447.

### Personal Particulars of Applicant

Job Title:

Position Number:

Classification:

Where did you see this job advertised?

Are you a current APS employee? Yes or No

If yes, where employed?

Ongoing or Non-Ongoing?

### Personal Details

Surname:

Given Name:

Postal Address:

Email Contact:

Telephone – work ( )

Home ( )

Mobile

Male [ ] Female [ ]

Aboriginal or Torres Strait Islander [ ]

Non English Speaking Background [ ] Disability [ ]

Special requirements/equipment for interview:

Are you an Australian Citizen?

If you are selected for an interview may we contact you at work? Yes or No

### Referees

1. Name:

Ph:

Email Contact:

2. Name:

Ph:

Email Contact:

**Please attach this form to your application.**

#### Privacy

The information you are required to provide on this form is collected under, and for the purposes of, the *National Gallery Act 1975* or other legislation. The National Gallery of Australia has a privacy policy published on the [internet](#) that provides information regarding the collection, storage, use and disclosure of personal information, including how you may: (i) access your personal information; (ii) seek to have that information corrected; and (iii) complain if you feel your privacy has been breached, along with information on how your complaint will be dealt with.

## **Guidelines for Referees**

As a referee you are an important part of the selection process. When assessing applicants, delegates and selection advisory committees generally rely on referees as a major guide to assess the standard of an applicant's work performance.

When approached by an employee for a referee report, it is your responsibility to provide an accurate and honest assessment against the selection criteria for the position. Attached is a pro forma referee report form which should be used to comment on all the selection criteria individually. It is important that you provide as much information as you can and, where possible, provide examples of the applicant's experience and abilities.

If you are unable to provide comments against any of the selection criteria you should note this in the relevant section of the pro forma.

Your comments will assist the Selection Advisory Committee to make an informed decision regarding the suitability of the applicant.

The following tips may be useful:

- Be honest and fair in your appraisal of the applicant's suitability, knowledge and experience for the position.
- Allow the applicant the opportunity to comment on your report.
- Provide the report before the interviews take place if you are a member of the Selection Advisory Committee.
- Provide sufficient information, including examples, to assist the assessment process.
- Be aware that you will often be required to assess an applicant's suitability for a position higher than the level at which they are currently occupying and frame your comments accordingly.

### Referee Report

| <b>Position Details</b>   |  |
|---------------------------|--|
| Classification            |  |
| Position                  |  |
| Name of Applicant         |  |
| Name of Referee           |  |
| Relationship to Applicant |  |
| Contact Number            |  |
| Contact Email             |  |

| <b>Criterion One</b> |
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| Comments:            |

| <b>Criterion Two</b> |
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| Comments:            |

| <b>Criterion Three</b> |
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| Comments:              |

| <b>Criterion Four</b> |
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| Comments:             |

| <b>Criterion Five</b> |
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| Comments:             |

| <b>Criterion Six</b> |
|----------------------|
| Comments:            |

Signature of Referee ..... Date \_\_\_/\_\_\_/\_\_\_