



Position title	Head of Governance
National Gallery level	NGA Executive Level 2
Position number	0127
Employment type	Full Time - Ongoing
Department	Governance
Portfolio	Chief Operating Officer
Immediate supervisor	Chief Operating Officer
Direct reports	Manager, Governance and Reporting Manager, Risk and Audit Manager, Project Governance and Reporting Manager, First Nations Engagement
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include boldness, integrity, respect, and excellence.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the national triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to always share this commitment and work safely.

We value the contribution that a diverse workforce brings and encouraged from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The Head of Governance role supports the National Gallery Council (our Accountable Authority), Director and Senior Management Group to instill good governance across the National Gallery's activities. The role has responsibility for maintaining and updating the Governance Framework and Project Management Framework to enable the effective delivery of projects and objectives, support optimised performance and ensure all statutory and other legal and mandatory obligations are met.

The role has responsibility for the National Gallery's Risk Management, Project Management, Fraud, Business Continuity, Internal Audit, Insurance, Corporate Planning and Reporting, Council Secretariat and Government Relations functions. It also supports the ongoing embedding of First Nations perspectives across the Gallery, our First Nations First principles, RAP deliverables and cultural immersion and capability uplift activities.

OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have:

- A strong understanding of relevant legislation and other guidance material, including the *Public Governance, Performance and Accountability Act 2013*, the *Commonwealth Resource Management Framework*, *Commonwealth Risk Management Policy* and *Commonwealth Fraud Control Framework*.
- Strategic thinking capability, including strong analytical and problem-solving skills, and the ability to provide expert advice on strategy development, risk and audit, corporate planning and reporting processes that enable the National Gallery to comply with relevant legislation and achieve its goals.
- An ability to confidently influence and guide Council, the Director and Senior Management Group in planning, reporting, decision making, risk and compliance.
- An ability to foster engagement with all internal and external stakeholders (including Office for the Arts) and build a positive governance and project culture across the National Gallery.
- Demonstrated experience leading and managing a project management office, with an ability to apply best practice program and project management methodologies.
- Expertise in the development and delivery of strategic initiatives to support, promote and celebrate First Nations culture.
- Effective written and oral communication skills, with the ability to adapt messages to difference audiences and influence a broad range of stakeholders.
- A strong, user-centred approach to the development and provision of advice, along with a high level of attention to detail.
- A collaborative approach and commitment to work as part of a team, including the Gallery's broader leadership team and working groups.

WHAT WILL YOU DO? – DUTY STATEMENT

- Provide high quality, expert advice to Council, the Director and Senior Management Group to promote exemplary governance, strategic planning and project management practice.
- Direct the development and alignment of annual corporate and portfolio planning and reporting, identifying opportunities to drive change and improve implementation.
- Lead the development, implementation and monitoring of fit-for-purpose governance, project management, risk and audit frameworks, policies and procedures.
- Provide high quality, expert advice to enable business areas and working groups to help them understand and enact their obligations, including overseeing and embedding practical, user-centred resources, tools and templates.
- Uplift organisational capability across in governance including shaping learning opportunities and driving a pro integrity culture.

- Partner with business areas and the senior executive to support coordinated program and project management planning, reporting and delivery across the National Gallery.
- Support the Gallery's First Nations First strategy, including the planning, delivery and implementation of key strategic initiatives which will elevate First Nations cultures, perspectives and capability across the Gallery.
- Develop a broad range of complex relationships with internal and external stakeholders.
- Manage and coach a high-performing, collaborative team and values-based culture to deliver professional, reliable advice in tight timeframes.
- Other duties as reasonably required.

WHO ARE WE LOOKING FOR ?

To be successful in this role you will need to demonstrate, or have the ability to develop the following abilities:

Shape strategic thinking: Supports the development of the National Gallery's strategic objectives, translates strategy into operational goals, engage others in the strategic direction of the National Gallery, anticipates priorities and undertakes objective, critical analysis to distil current and emerging issues for continuous improvement.

Achieves results: Instigates continuous improvement while responding flexibly to changing demands. Establishes clear plans, and marshals specialist internal and external expertise to achieve outcomes. Strives to achieve and encourages others to do the same, while monitoring for and mitigating risk.

Cultivates productive working relationships: Builds and sustains relationships with a network of key people internally and externally. Brings people together by fostering teamwork and valuing the positive benefits that can be gained from diversity and inclusion. Encourages and motivates people through setting clear performance standards, giving timely praise and recognition and otherwise offers full support when required.

Exemplifies personal drive and integrity: Adopts a principled approach, informed by the National Gallery Values, Code of Conduct and Ethics Framework. Always acts professionally and impartially, leading organisational behaviours that operate within the boundaries of National Gallery, legal and other policy constraints. Challenges important issues constructively, persists on achieving objectives in difficult circumstances and shows a strong commitment to learning and self- development.

Communicates with influence: Confidently presents messages, translating complex concepts into appropriate, unambiguous language. Seeks to understand the audience and tailors their communication style and messaging accordingly. Encourages the support of relevant stakeholders, and proactively seeks to identify common ground to facilitate agreement and solution surfacing.

Commitment to 'First Nations first' principles: Champions the National Gallery's vision to promote greater understanding, recognition, respect and celebration of Aboriginal and Torres Strait Islander peoples, cultures, artis and communities. Celebrates diversity and inclusion and drives strategic initiatives to embed respectful and inclusive practices with the National Gallery's Governing Frameworks.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

If you are shortlisted you may also be asked for a work sample.

Qualifications, Certifications and Registrations

To be eligible for this role you **must**

- hold Australian Citizenship, and
- satisfy a police check.

Role specific qualifications certification and/or registrations that are desirable include:

- Relevant tertiary qualifications in Governance, Business, Commerce, Project Management or other relevant discipline (such as risk, strategy, audit,) or equivalent experience
- Professional certification and/or membership of a relevant professional association (such as Governance Institute of Australia, Australian Institute of Company Directors, Australian Institute of Project Management etc).

Contact

Further information about the position may be obtained by contacting Lillee Keating on +61 2 6120 2959 or lillee.keating@nga.gov.au.