



Position title	Executive Assistant
National Gallery level	NGA Level 5
Position number	0138
Employment type	Non-ongoing (2 years)
Department	NA
Portfolio	Directorate
Immediate supervisor	Deputy Director
Direct reports	N/A>
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

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 be the international reference point for art in Australia, inspiring all people to explore, experience and learn. 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 share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people 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.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

This position is responsible for providing administrative and project support to the Deputy Director. This role is highly valued, supporting the Deputy Director with communication, strategic initiatives, research and reporting requirements.

Working collaboratively with the Executive Officer, the Executive Assistant will develop strategic collaborations with internal stakeholders to deliver efficient processes within the office of the Deputy Director. The Executive Assistant will support the Deputy Director in their work with the Artistic Programs portfolio, which includes First Nations Art, Australian and International Art, Exhibitions, Conservation, Registration, Art Across Australia, Programs & Learning, Research Library & Archives and Strategic Collections Projects.

This position reports to the Deputy Director and works closely with the Executive Officer and Directorate team.

This is a full-time, non-ongoing employment opportunity for a period of 2 years which may become ongoing.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will have exceptional administrative, planning, organizational, time management and attention to detail skills to manage and coordinate conflicting priorities and deliver results to a high standard within deadlines.

You will have highly developed written communication skills and the ability to draft well-structured, clear and accurate reports, business correspondence, and proposals.

You will have proven ability to follow proper financial procedures, policies and guidelines, including the ability to interpret and evaluate information and improve business processes.

You will be proactive and energetic and capable of identifying critical tasks and emerging priorities. You will communicate effectively and interact professionally with staff of all levels, with a demonstrated ability to foster collaborative and productive working relationships with internal and external stakeholders.

You have sound judgement, and handle matters with the highest degree of professionalism and discretion.

You will have the ability to prioritise tasks effectively, while working to deadlines, remaining calm, good natured and acting in a professional manner at all times when interacting with internal and external stakeholders.

You will be proficient in the use of the Microsoft Office suites of applications and the ability to learn and adapt to new and emerging technologies and systems.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

- Provide professional support to senior executives and manage their office including:
 - diary management, arranging briefings, events and anticipating and managing competing commitments.
 - records maintenance and filing.
 - minute taking and overseeing delivery of agreed actions.
 - managing travel arrangements.
 - assisting with budget management including variance reporting, credit card acquittals and less complex procurement and financial management tasks.
 - proactively monitor deadlines, triage work and forward plan commitments and

- ensuring that papers and meeting materials are available in a timely manner.
- Liaise directly with senior executive, internal and external stakeholders to draft and prepare briefs, reports and other correspondence on behalf of the Deputy Director.
- Liaise with senior managers on issues relating to the delivery of special projects and administration of the Artistic Programs portfolio.
- Build strong working relationships and rapport with the senior leadership group and key stakeholders and represent the National Gallery with professionalism, integrity and tact.
- Develop and deliver highly efficient planning processes in support of the objectives, priorities and deadlines of the Deputy Director, applying initiative and problem-solving skills.
- Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.
- Work closely with your colleagues or equivalents in the Directorate to ensure a coordinated approach to supporting the Senior Management Group as a whole.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate or have the ability to develop the attributes listed below. You will:

Have the ability to understand and **support the strategic direction** of the National Gallery through support of the National Gallery's vision, mission and corporate plan.

Identify problems **showing judgement, intelligence and common-sense** in working to resolve them in a timely manner including implementation of improved work practices.

Manage your workload, often with competing priorities, seeing projects through to completion, adhering to procedures and seeking feedback from your supervisors to **achieve quality results**.

Display personal drive and integrity committing to action and taking personal responsibility for meeting objectives and progressing work.

Have the ability to **communicate effectively**, including listening actively to understand and adapt to your audience and present information in a clear, concise and articulate manner.

Through your professional conduct **build and sustain positive relationships** with both internal and external stakeholders.

HOW TO APPLY

To apply for this role please forward your **CV, statement and personal particulars form** to recruitment@nga.gov.au.

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.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check: to be eligible for this role you must complete a police check.

WORK, HEALTH & SAFETY OBLIGATIONS

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

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

CONTACT

Further information about the position may be obtained by contacting Elizabeth Smith on +61 2 6240 6787 or elizabeth.smith@nga.gov.au.