



Work Health and Safety Officer
National Gallery of Australia (NGA) Level 6
Position Number 1105
\$80,162—\$92,658 per annum
Non-ongoing, Full-time

THE POSITION

The National Gallery is seeking an experienced work health and safety (WHS) professional to join our small HR team to assist in the management a broad range of WHS activities and functions in our unique and exciting environment. At the National Gallery no two WHS days are alike and the role deals with a diverse range of WHS functions, issues and opportunities. The Work Health and Safety Officer is an integral part of the HR team and you will be given the opportunity to contribute your expertise to practices, policies and processes that will positively shape the future of the National Gallery. As Work Health and Safety Officer you will deliver legislatively compliant and evidence-based WHS advice, strategies and improvements as well as undertake rehabilitation case management.

This non-ongoing position is available for a period of up to 24 months.

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’ and ‘Who we are looking for’ 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.

Further, 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.

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

CONTACT

Further information about the position may be obtained by contacting Jamie Griffiths on +61 6240 6630 or jamie.griffiths@nga.gov.au. The Recruitment Officer may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Wednesday, 25 May 2022** and should be emailed to recruitment@nga.gov.au.

Position title	Work Health and Safety Officer
Position number	1105
National Gallery level	NGA Level 6
Department	Human Resources
Portfolio	Business Enabling Services
Employment type	Non-Ongoing, Full-time
Immediate supervisor	Manager WHS, Reporting and Learning
Direct reports	NIL
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship National criminal history check Pre-employment medical Probation

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The 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 excellence, creativity, courage, respect, and accountability.

The HR team in the Business Enabling Services Portfolio is responsible for the delivery of the full range of human resource services and practices to equip our employees to meet immediate and emerging challenges. The HR team works collaboratively across the National Gallery to implement people-focused solutions that enable and support the National Gallery's vision and objectives.

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 parliamentary 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 applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

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will be given the opportunity to contribute your expertise to practices, policies and processes that will positively shape the future of the National Gallery. As Work Health and Safety Officer you will deliver legislatively compliant and evidence-based WHS advice, strategies and improvements as well as undertake rehabilitation case management. This role is non-ongoing and has been identified for a specified term of 24 months within the HR team.

OUR IDEAL CANDIDATE

Our ideal candidate has a strong knowledge of and experience in WHS with experience in providing operational and strategic advice related to WHS that is legislatively compliant and demonstrates best practice. You will have expertise in dealing with sensitive and complex people matters. You must operate to the highest ethical standards, demonstrating integrity in all that you do. You will have the knowledge and ability to apply relevant legislation and policy so as to deliver high quality outcomes. Sound analytical and judgement capabilities are essential and you will use them to contribute to the strategic direction of the Gallery.

You will also operate with a positive, good humoured attitude and a desire to make work fun for yourself and your colleagues.

You are client-focused and have excellent relationship management skills, applying good judgement and compassion to sensitive, high risk and complex matters at all levels of the National Gallery.

Your highly developed organisational skills, sound oral and written communication skills, ability to prioritise and excellent attention to detail will ensure you can operate in our fast-paced and ever-changing environment.

Qualifications in WHS and case management will be an advantage.

WHAT WILL YOU DO

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

1. Provide expert, solutions-focused, legislatively compliant, risk-based and contemporary advice on a range of WHS matters, including rehabilitation case management, to National Gallery employees and managers.
2. Assist in the management of the timely completion of WHS incident investigations including implementation and follow up of any corrective and preventative actions.
3. Contribute to the development and implementation of new WHS policies, processes and systems.
4. Provide expert, evidence based, legislatively compliant, and accurate WHS advice and reports to the Senior Executive and Council.
5. Working together with the Head of HR, provide WHS leadership and support, with a focus on continuous improvement and development.
6. Manage the National Gallery's WHS networks.

WHO WE ARE LOOKING FOR

The role requires an outcomes driven, accountable and experienced WHS professional with demonstrated capabilities, or the potential to develop, in the following:

1. **Effective stakeholder engagement skills** to partner with senior managers, line areas, health and safety representatives and other WHS networks to translate WHS requirements into evidence based, legislatively compliant outcomes.
2. The ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high quality client service experience.

3. Experience in managing your workload to **achieve results**, often working with tight timeframes and competing priorities.
4. The ability to **act with integrity**, showing judgement and professionalism in providing clear WHS advice and rehabilitation case management
5. Versatility, flexibility and creativity in **aligning your work with the strategic priorities** of the National Gallery.

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