



Position title	Senior WHS and Wellbeing Adviser
National Gallery level	NGA Level 6
Position number	1105
Employment type	Ongoing – Full-time
Department	Human Resources
Portfolio	Chief Operating Officer
Immediate supervisor	Manager, People Services
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Pre-employment may be required

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 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.

OVERVIEW OF THE ROLE

The National Gallery is seeking a Work, Health and Safety (WHS) and Wellbeing Adviser to join our small HR team to assist in the management of the National Gallery's work, Health and Safety program, Wellbeing, Early Intervention and Rehabilitation Case Management. You will be an integral part of the HR team and be given the opportunity to contribute your skills and experience to practices, policies and processes that will positively shape the future of the Gallery.

As the WHS Adviser, you will deliver legislatively compliant and evidence based WHS advice, develop strategies and improvements to the Gallery's work health and safety management system. You will develop and implement wellbeing initiatives and champion a safety culture across the Gallery.

OUR IDEAL CANDIDATE

Our ideal candidate will have a strong knowledge of WHS with experience in providing operational and strategic advice that is legislatively compliant and demonstrates best practice. You will have expertise in dealing with sensitive and complex 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 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 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 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, HR or case management will be to your advantage.

WHAT WILL YOU DO

In accordance with the NGA 6 work level standards and working to the Manager, People Services, you will:

- Provide technical advice in a workplace that has a range of unique, complex and high-risk health and safety matters such as employee and public safety, plant and equipment, hazardous materials and chemicals.
- Proactively contribute to the development, implementation and review of the National Gallery's work, health and safety management system and rehabilitation management system frameworks and documentation to ensure legislative and regulatory compliance.
- Create and implement wellbeing initiatives to address the unique needs of the National Gallery and manage the psychosocial risks associated with working in this environment.
- Provide expert, solutions-focused, risk-based and contemporary advice on a range of WHS matters, including early intervention and rehabilitation case management, to National Gallery employees and managers.
- Conduct incident investigation and risk management activities, and monitor and analyse WHS data to identify trends, emerging issues and improvement opportunities and report on WHS performance. This includes implementation and follow up of any corrective and preventative actions.
- Develop and maintain strong internal and external relationships and represent WHS and the National Gallery at forums, networks and Comcare.

WHO ARE WE LOOKING FOR

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

Effective stakeholder engagement skills to partner with senior managers, line areas, and other stakeholders to translate WHS requirements into evidence based, legislatively compliant outcomes.

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.

Experience in managing your workload to **achieve results**, often working with tight timeframes and competing priorities.

The ability to **act with integrity**, showing judgement and professionalism in providing clear WHS advice.

Versatility, flexibility and creativity in **aligning your work with the strategic priorities** of the National Gallery.

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:

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

- Be an Australian Citizen
- Satisfy a Police Check

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

A pre-employment medical assessment may be required.

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 Emily Goodchild on +61 6140 6606 or emily.goodchild@nga.gov.au.