



Position title	Senior HR Advisor – Recruitment
National Gallery level	NGA Level 6
Position number	Position No. 1112
Employment type	Full time ongoing
Department	Human Resources
Portfolio	Chief Operating Officer
Immediate supervisor	People Services Manager
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 is an opportunity to work in a role which combines day-to-day core business with an array of exciting and innovative project and policy development work. You will enjoy a lot of autonomy managing the end to end recruitment process for the National Gallery while also having a unique opportunity to identify recruitment strategies which meet current and future needs.

The National Gallery HR team is dedicated to ensuring a collaborative, fun and supportive culture at work. As a small team we have a focus on cross skilling and development.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

You will be a specialist with experience working in recruitment, either public or private and have a good understanding of public service legislation.

- Ability to provide expert HR advice to both internal and external stakeholders.
- Exceptional relationship building skills and an ability to collaborate and work with various stakeholders at all levels.
- Ability to interpret, apply and advise on relevant legislation, policy and guidance.
- An enthusiasm for working in a small and dynamic team.
- Openness to new and innovative ways of working and achieving HR outcomes.

You will put yourself forward in contributing your ideas and creativity to tackle challenges.

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

In accordance with the APS 6 work level standards, you will:

1. Manage recruitment with hiring managers across the Gallery to understand their specific job design, recruitment, and onboarding needs. Provide tailored options and solutions to meet the needs of the business, while providing consistent, timely and accurate advice on best practice recruitment and selection.
2. Advise managers on best practice and contemporary HR practices which are consistent with the Gallery Recruitment Guidelines, and diversity strategies.
3. Develop, update and review recruitment materials, including the intranet/internet, recruitment policy and guidelines, job descriptions and selection methodology, assessment models, panel briefing information, and selection documentation.
4. Ensure friendly, clear and timely communication and excellent service and support to candidates for Gallery roles (internal or external). Build relationships with external stakeholders including the Australian Public Service Commission (APSC).
5. Provide advice and support to the Aurion project Manager to implement the Aurion recruitment and onboarding modules, ensuring functionality and alignment with organisational needs.

WHO ARE WE LOOKING FOR?

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

- Provide amazing customer service to candidates and Gallery employees
- Great attention to detail
- Listen, understand and adapt to audience
- A love of continuous improvement
- Take responsibility for managing work projects to achieve results
- Promote and adopt a positive and balanced approach to work

HOW TO APPLY

To apply for this role please forward your **CV, statement and personal particulars form** to Capability@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 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 information above. 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 Emily on +61 2 6240 6606.