



Position title	Information and Data Manager
National Gallery level	NGA Executive Level 1
Position number	1115
Employment type	Fulltime – Ongoing
Department	Information Services
Portfolio	Business Enabling Services
Immediate supervisor	Chief Information Officer
Direct reports	Mail and Records Officer NGA5
Position location	National Gallery of Australia – Parkes
Requirements	Australian Citizenship Police Check Baseline with the ability to obtain Negative Vetting 1 Pre-employment medical (where requested by the Gallery)

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.

ABOUT OUR TEAM

The Information Services Department covers the Gallery's Information Technology (IT) team and Information Management (IM) team. As cornerstone teams that form part of the Gallery's Enabling Services Portfolio, the Department provides user-centred services to the Gallery with the upmost professionalism and leadership. We partner with all areas of the Gallery to ensure that our operations, initiatives and strategic priorities can be supported and implemented. This means we can support the Gallery provide an enhanced visitor experience and manage the national collection of works of art we are custodians of.

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

This position is part of the Information Management Section within the Information Services Department. The Information Management Section manages the Gallery's information management, data and records services, mail services and emerging information management requirements to meet our strategic and business needs.

The position reports to the Chief Information Officer (CIO) and is responsible for ensuring the day-to-day operations of the information and mail section operate efficiently, are well organised and supports the CIO in delivering high quality outcomes and modern services for the National Gallery.

The National Gallery has commenced a transformation agenda in how it manages its information and data. The Gallery's Information Management Strategy and implementation roadmap are being reviewed to support our cornerstone reform project introducing a new integrated information system which manages records in place (MS Teams and Content Manager).

The project involves a large change management program, systems configuration, and review of procedures and instructional material. The occupant of this role will need to draw on the extensive skills, experience in information management to manage this body of work and ensure successful adoption by all Gallery staff.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have:

- demonstrated leadership and organisational abilities together with a high level of achievement, strategic thinking and analytical skills, and a demonstrated capacity to use innovative ideas in delivering an information, data and records capability
- highly developed skills in information management, electronic documents and digital records management, and process management with demonstrated experience in reviewing, developing and implementing related strategies, policies and procedures
- highly developed skills to evaluate ongoing project performance and ability to identify critical success factors and respond flexibly to changing demands especially as they relate to project management and risk
- demonstrated ability to manage staff and workloads to meet organisational deadlines and priorities within budget in a high pressure, busy and changing client service environment
- demonstrated experience in analysing requirements, vendor evaluations, and developing, managing vendors and contracts to deliver outcomes
- highly developed oral and written communication skills together with a high level of proven organisation, negotiation, interpersonal and representational skills.

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

In accordance with the Executive Level 1 work level standards, you will:

1. Provide high level leadership and manage the Gallery's Information Strategy, Information and Technology Governance Advisory Group, Information policy and supporting procedures, including setting annual priorities and updating the Gallery's Information Strategy Roadmap, driving change and improving the Gallery's "Digital Check-up" survey results
2. Actively contribute to the Gallery's strategic direction and development of information management services supporting its core business, including identification of areas for process improvement and automation
3. Lead and implement a new information system to enable electronic documents and records including managing the transition for all Gallery staff from physical to digital records in line with the National Archives of Australia policy
4. Manage information and data security, controls and appropriate access for staff of document and records and ensure effective risk management plans and policies for information systems are in place, monitored and updated regularly
5. Manage the mail function including screening, collection, self-service support and couriers
6. Manage the budget of the information management section
7. Provide high level advice to a range of internal and external stakeholders
8. Manage vendors and service contracts for information management and mail functions completed by third parties

WHO ARE WE LOOKING FOR?

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

- personal credibility as a skilled leader and team member who has a strong understanding of information, data and records management capabilities, environments, their challenges and navigating solutions and opportunities
- experience in managing your own and your team's workload to achieve results, often working with tight timeframes and competing priorities, supporting a sense of purpose and direction in your team
- the ability to communicate with influence, including negotiating persuasively and understanding and adapting to the audience, including explaining complex solutions to non-subject matter audiences
- a versatile, flexible and creative approach to cultivating productive working relationships, and building strong relationships between audiences, partners and other stakeholders
- the ability to act with integrity at all times, showing judgement and professionalism in all that you do.

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.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance with a view to moving to a Negative Vetting Level 1 security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

Pre-employment medical: The successful applicant will be required to undergo a health assessment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory experience and/or qualifications certification and/or registrations include:

- information management, archives, records management, data management, business or other relevant related fields

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 Jade Carson on +61 2 6240 6580 or jade.carson@nga.gov.au.