



Position title	Facilities Officer
National Gallery level	NGA Level 3
Position number	1329
Employment type	Full Time – Ongoing
Department	Facilities Management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Assistant Manager, Building Services
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Current Driver's license Elevated Work Platform licence Construction White Card, Asbestos Awareness Certificate, and Silica Dust Awareness Certificate

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

The Facilities Officer supports the building services team with delivering day to day project and maintenance activities, managing contractors at the Parkes and Off-Site Storage Facility (OSF). You will report to the Assistant Manager, Building Services and the position is located within the Building Services and Infrastructure portfolio, Facilities Management Department.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will have experience with facility maintenance procedures, preferably within a similar critical facility, IE: museum, gallery. They will have an appreciation of the special requirements of working in a museum or gallery environment while managing your day-to-day activities effectively.

An appropriate level of fitness for regular lifting, manual handling, access to areas via ladder/stairs and carrying out duties effectively and an ability to operate plant and machinery safely is required. As is the following licences and certificates:

- Current Driver's license is essential
- Construction industry WHS White Card is essential
- Asbestos and Silica awareness certificates are essential
- Forklifts, and elevated work platform licence would be an advantage
- Knowledge of construction safety or a willingness to do training

You will need to have a focus on service delivery and managing stakeholders, the ability to work flexibly, cooperatively and an ability to work outside core hours and weekends as required. Good interpersonal skills along with sound computer, literacy and numeracy skills and the ability to effectively liaise with internal and external clients are needed.

You will have the ability to work effectively as a member of a team, prioritise work and meet deadlines with minimal supervision, as well as the ability to promote and apply the principles of workplace diversity and participative management practices.

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

In accordance with the APS 3 work level standards, you will:

- Provide a range of services to support the Building Services Portfolio as well as the wider Gallery departments
- Induct and coordinate contractors working on site,
- Assist with delivering service projects, maintenance, and repairs
- Coordinate the movement and storage of materials required on site
- Ensure WHS compliance on site
- Assist trades staff through the provision of advice and assistance with Gallery policies and procedures.

WHO ARE WE LOOKING FOR?

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

Support the shared purpose and direction of the team by following directions provided by supervisors, recognising how your own work contributes to the achievement of organisational goals, and understand the reasons for decisions and recommendations.

Think strategically, understand the work environment and contribute to the development of work plans and team goals. Demonstrate an awareness of the implications of issues that may impact on own work objectives.

Nurture internal and external relationships. Build and sustain positive relationships with team members and contractors.

Commit to actions and achieve results by taking personal responsibility for accurate completion of work, and seek assistance when required.

Communicate clearly by presenting messages confidently in a clear, concise manner. Focus on key points and use appropriate language.

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 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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Construction industry White Card
- Current Drivers Licence
- Asbestos Awareness Certificate
- Silica Awareness Certificate
- Elevated Work Platform Licence
- WH&S Certification

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 Tui Tahi on +61 2 6240 6601 or tui.tahi@nga.gov.au.