



Infrastructure Project Officer
NGA Level 4
Position Number 1331
\$ 65,476—\$ 71,174 per annum
Ongoing, Full-time

THE POSITION

The Infrastructure Project Officer provides a range of administrative and coordination services with a strong emphasis on the delivery of minor capital works projects. This position is in the Building Services Section within the Facilities Management Department.

The primary focus of the building services team is the creation and maintenance of a healthy and safe environment for visitors and employees and also for maintaining strict environmental conditions (temperature and relative humidity) for the display and storage of the national collection of works of art.

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 we are 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 Tui Tahī on +61 6240 6601 or tui.tahi@nga.gov.au. The Recruitment team may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Thursday, 26 May 2022** and should be emailed to recruitment@nga.gov.au.

Position title	Infrastructure Project Officer
Position number	1331
National Gallery level	NGA Level 4
Employment type	Full Time, Ongoing
Department	Facilities Management
Portfolio	Building Services and Infrastructure (BSI)
Immediate supervisor	Head of Facilities Management
Direct reports	Facilities Manger
Position location	National Gallery, Parkes, and Offsite Storage Facility, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Drivers Licence 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 National Gallery’s Capital Works Taskforce was established in 2021 to lead delivery of the Gallery’s significant capital works program that includes delivery of over \$100 million in capital asset upgrade projects, the establishment of a planned sustainable asset management program for the future, and the delivery of significant or iconic capital works projects.

The Capital Works Taskforce is led by the Taskforce Project Director who has responsibility for the Building Services and Infrastructure Portfolio overseeing:

- Work Health and Safety compliance for construction related activities,
- Strategic Asset Management Planning,
- Significant Projects,
- Capital Works,
- Facility Management, and

- Security Services.

The Building Services and Infrastructure Portfolio is committed to meeting the Gallery's commitments to the:

- Gender Equity Action Plan
- Reconciliation Action Plan
- Disability Inclusion Action Plan, and
- Environmental Sustainability Action Plan for which the division is the Gallery lead.

The Building Services and Infrastructure Portfolio is comprised of the following key work streams:

- Facility Management,
- Security,
- Capital Works Taskforce,
- Exhibitions support, and
- Minor capital works.

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

The Infrastructure Project Officer provides a range of administrative and coordination services with a strong emphasis on the delivery of minor capital works projects. This position is in the Building Services Section within the Facilities Management Department.

The primary focus of the building services team is the creation and maintenance of a healthy and safe environment for visitors and employees and also for maintaining strict environmental conditions (temperature and relative humidity) for the display and storage of the national collection of works of art.

OUR IDEAL CANDIDATE

Our ideal candidate has experience successfully overseeing the management of planned and reactive building maintenance and minor capital works projects within a national cultural institution, with a strong client service ethos. To be successful in this role, you require government procurement and contract management experience or the ability to gain these skills. You have experience in a facility management environment with a strong understanding of WHS principles and practices.

You respond well to changing priorities and collaborate effectively with your colleagues. Your highly developed organisational skills will ensure you can provide quality management of the National Gallery's soft and hard facility management areas.

You are client focused with highly developed written and verbal communication skills, with the ability to liaise and negotiate effectively with a broad range of stakeholders.

You have a high level understanding and use of the Microsoft Office 365 suit of programs including word, excel and PDF.

WHAT WILL YOU DO

In accordance with the NGA 4 work level standards and working to the Head of Facilities Management you will have the following key responsibilities:

1. Assist in the implementation and monitoring of building services WHS system/s to achieve and maintain work health and safety standards.
2. Under limited direction, undertake and/or assist in the delivery of a broad range of Building Services projects.
3. Engage, work with, and supervise contractors working on Gallery premises.
4. Develop and foster stakeholder relationships to achieve desired outcomes.
5. Provide high level support and administrative assistance across the portfolio.

Note: Some out of hour's work will be required to be performed in this role.

WHO WE ARE LOOKING FOR

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

1. A flexible approach that **supports the productive working relationships** of a diverse team of people, including staff and contractors.
2. Excellent interpersonal and customer service skills, with an ability to negotiate, liaise and **communicate effectively** with internal and external stakeholders.
3. **Supports strategic direction** by supporting the work of the team through effective project management and the ability to identify issues that may impact on key projects.
4. The ability to exercise of sound judgement, discretion and problem-solving abilities coupled with the ability to manage competing priorities to **achieve results**.
5. Strong **personal drive and sense of integrity**, including professionalism, flexibility, resilience and self-awareness with a focus on delivering effective and efficient outcomes.

WORK HEALTH AND SAFETY OBLIGATIONS

The Project Officer 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 Gallery.
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday Gallery business.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **one page** 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 we are 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.

This position may be filled on application only and without candidate interviews.

CONTACT

Further information about the position may be obtained by contacting Tui Tahī on +61 6240 6601 or tui.tahi@nga.gov.au. The Recruitment team may also be contacted on + 61 6240 6495.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.