



Work Health and Safety (WHS) Advisor

NGA Level 6

Position Number 1602

\$ 80,162—\$ 92,658 per annum

Full-time, Non-ongoing (12 months)

THE POSITION

The National Gallery is seeking applications from highly motivated candidates to, under limited direction and in line with corporate objectives, be responsible for maintaining, implementing and improving the Gallery's Work Health & Safety (WHS) for construction related activity to ensure the organisation is compliant with legislative requirements. The position works closely with the Project Director Capital Works Taskforce and liaises with the (BES) Human Resources team who are responsible for implementation and management of the Gallery's WHS Management Systems (WHSMS).

Salary is negotiable commensurate with the skills and experience.

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 in the position description.

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.

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 Kaila Hutchinson on +61 2 6240 6611 or kaila.hutchinson@nga.gov.au. The Recruitment team may also be contacted on +61 2 6240 6495.

CLOSING DATE

Applications **close at midnight on Wednesday, 15 June 2022** and should be emailed to recruitment@nga.gov.au.

Position title	Work Health and Safety (WHS) Advisor
Position number	1602
National Gallery level	NGA6
Employment type	Full Time, Non-ongoing (up to 12 months)
Department	Capital Works Program
Portfolio	Capital Works Taskforce
Immediate supervisor	Project Director Capital Works Taskforce
Direct reports	Nil
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Certificate IV in Work Health and Safety qualifications essential. Tertiary qualifications and/or experience in the fields of WHS and risk management highly desirable.

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 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 Capital Works Taskforce 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 Capital Works Taskforce 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 National Gallery is seeking applications from highly motivated candidates to, under limited direction and in line with corporate objectives, be responsible for maintaining, implementing and improving the Gallery's Work Health & Safety (WHS) for construction related activity to ensure the organisation is compliant with legislative requirements. The position works closely with the Project Director Capital Works Taskforce and liaises with the (BES) Human Resources team who are responsible for implementation and management of the Gallery's WHS Management Systems (WHSMS).

Salary is negotiable commensurate with the skills and experience.

OUR IDEAL CANDIDATE

To be successful in this role, you will demonstrate experience in overseeing WHS construction related activity in an operational public facility. You will need to have strong construction knowledge and a detailed understanding of construction processes, including the WHS obligations of contractors, and an understanding of construction related activity that can be undertaken by staff within an operational facility. You will need to demonstrate a commitment and ability to effectively promote a culture of safety and continuous improvement across a diverse organisation and in accordance with relevant legislation, policies and procedures.

You will require a commitment to customer service principles and practices with highly developed written and verbal communication skills, along with the ability to liaise and negotiate effectively with a broad range of stakeholders. You have highly developed organisational skills using technology to support your day to day activities.

You apply good judgement to high risk and complex matters and have demonstrated experience in ensuring that an organisation meets their 'Person Conducting a Business or Undertaking' (PCBU) and duty of care obligations as required under WHS legislation by:

- being accountable and taking ownership of health and safety matters within your control and promoting a culture of health and safety within an organisation, and

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

WHAT WILL YOU DO

In accordance with the NGA 6 work level standards and working to the Capital Works Taskforce Project Director you will have the following key responsibilities:

1. Through an innovative and proactive approach, promote and support a health and safety culture across the Gallery, with a focus on construction related activity undertaken by head contractors, facility management staff, other areas across the Gallery, and trade contractors. Through education and awareness-raising you will instil a sense of direction and inspire engagement with workplace wellbeing and safety.
2. Liaise, build and maintain effective working relationships with key internal and external stakeholders including head contractors, subcontractors, staff; managers/supervisors; and the Business Enabling Services Human Resources area who are responsible for the Gallery's WHSMS.
3. Maintain and implement the Gallery's WHS operational framework and operations manual for construction related activity, including appropriate controls and risk minimisation strategies, and processes for assurance and monitoring.
4. Research, interpret and apply technical knowledge to manage and monitor construction related activity WHS and develop strategic advice to enable the Gallery to meet its obligations under the WHS Act. This includes, but not - limited to the WHS induction of contractors and staff, the review of WHS documentation, auditing of contractors, site inspections and surveillance of staff undertaking construction related activity.
5. Prepare and review reports (including governance committee papers), briefing material, consultation, communication and assurance activities that support the management and implementation of the Gallery's WHS operations framework and manual for construction related activity.

WHO ARE WE LOOKING FOR

To be successful in this role you will need to be an experienced WHS professional with demonstrated capabilities, or have the ability to develop the following:

1. Proven ability to **support a culture of safety and continuous improvement**, taking a proactive approach to building and maintaining WHS management systems for construction related activity, and their implementation including through promotion of better practice and a positive working environment.
2. The ability to be innovative to **achieve results** through the implementation of initiatives in the areas of WHS management, risk management, WHS reporting, and continuous improvement.
3. Highly developed interpersonal skills and a demonstrated ability to **build and maintain effective working relationships** across the Gallery, staff and construction related contractors and broader networks including other agencies, auditors and service providers.
4. High level **written and oral communication skills** tailored to diverse audiences and an ability to present and advocate on behalf of the Gallery.
5. Strong **personal drive and sense of integrity**, including professionalism, flexibility, resilience and self-awareness demonstrated through the exercise of sound judgement, discretion and problem-solving abilities coupled with capacity to manage competing priorities.
6. Relevant qualifications in WHS and demonstrated experience managing construction safety in an operational environment.

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 'Overview of the role' and '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.

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.

Qualifications, Certifications and Registrations

- Certificate IV in Work Health and Safety qualifications essential. Tertiary qualifications and/or experience in the fields of WHS and risk management highly desirable.
- Australian Citizenship
- Police check

Contact

Further information about the position may be obtained by contacting Kaila Hutchinson on +61 6240 6611 or kaila.hutchinson@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.