



Position title	Project Manager
Position number	Multiple
National Gallery level	NGA 6
Employment type	Non-ongoing / Ongoing (3 years) with option for ongoing - Full Time
Department	Integrated Capital Works Program
Portfolio	Building Services and Infrastructure
Immediate supervisor	Senior Project Manager
Direct reports	Not anticipated
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

## **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.

## **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 direction and in line with corporate objectives, apply high level infrastructure project management and procurement skills to support delivery of key capital works initiatives. Multiple NGA6 positions are required to deliver these initiatives with roles that include strategic, architectural and engineering projects.

The National Gallery's Capital Works Program 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 Program is led by the Assistant Director, Building Services and Infrastructure, who has responsibility for:

- Strategic Projects
- Capital Works
- Strategic Asset Management Planning
- Facility Management, and
- Security Services

The Capital Works Program is committed to meeting the Gallery's commitments to the:

- Reconciliation Action Plan
- Disability Inclusion Action Plan,
- Gender Equity Action Plan, and
- Environmental Sustainability Action Plan, for which the portfolio is the lead in delivery.

The Capital Works Program is responsible for providing project management leadership for the delivery of complex, high profile and strategically significant capital works projects. These projects are varied in scope with a focus on positioning the National Gallery as a leading contemporary cultural institution for the future. Current projects include:

- The Integrated Capital Works Program with design and construction of critical upgrades at the Parkes and off-site facilities.
- Delivery of a major commission by artist Lindy Lee to celebrate the National Gallery's 40<sup>th</sup> anniversary,
- The sculpture garden revitalisation,
- Development of a new internal café and other possible hospitality initiatives,
- A modernisation program across the National Gallery facilities including office fit out and front of house refurbishments,
- Oversight and planning of the National Gallery's Strategic Asset Management Plan,
- Oversee implementation of the Gallery's Environmental Sustainability Action Plan, and
- Other strategic projects that may be included in the program.

## **OUR IDEAL CANDIDATE**

Our ideal candidate has experience supporting the delivery of high-risk capital works projects with a proven track record of supporting delivery of a range of complex projects to a high standard. You have demonstrated experience in the delivery of all aspects of project management including application of work health and safety practices, risk management and mitigation, contract management, financial management, implementation and delivery, and management of a variety of construction and design activities. Strong understanding of Government procurement and budget processes within the construction industry, is to your advantage.

You have a commitment to customer service principles and practices with highly developed written and verbal communication skills, with the ability to liaise and negotiate effectively with a broad range of stakeholders.

You will demonstrate strong analytical skills and have a proven ability to work with others to ensure your success in a team delivering high profile capital works projects.

## WHAT WILL YOU DO

In accordance with the NGA 6 work level standards and working to the Senior Project Manager, you will have the following key responsibilities:

- Support delivery of complex and high-risk projects from project inception or an agreed project delivery stage through to financial completion, within time cost and scoping targets.
- Support procurement, project, financial and contract management activity in an infrastructure environment.
- Provide infrastructure project management expertise, including managing early project planning, the design process, contractual requirements, program control, cost control, alternative delivery methods, quality and statutory requirements.
- Support risk assessments including contingency management and risk mitigation throughout the life of a project.
- Compile and write reports and briefs, and review technical content of submissions and tender documents for adequacy, compliance, value for money and fitness for purpose.

## WHO ARE WE LOOKING FOR

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

The ability to **understand the strategic priorities** of the National Gallery through support of the National Gallery's vision and corporate plan.

Manage your workload, often with competing priorities, seeing projects through to completion, adhering to procedures and seeking feedback from your manager to **achieve results**.

The ability to **communicate effectively**, including listening actively to understand and adapt to your audience and present information in a clear, concise and articulate manner.

Through your professional conduct **build and sustain positive relationships** with a diverse range of stakeholders.

**Display personal drive and integrity** when committing to action and take personal responsibility for meeting objectives, manage your workload and progressing work objectives.

## 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' 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.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

**ELIGIBILITY:**

To be eligible for this role you **must:**

- Be an Australian Citizen
- Satisfy a Police Check
- Hold or have the ability to obtain:
  - White Card
  - Asbestos Awareness Training
  - Silica Awareness Training

**CONTACT**

Further information about the position may be obtained by contacting Wellin Pan on +61 6120 2916 or [wellin.pan@nga.gov.au](mailto:wellin.pan@nga.gov.au).