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Position title	Senior Project Manager
National Gallery level	EL1
Position number	1607
Employment type	Ongoing/ Non-ongoing (3 years) with option for ongoing - Full Time
Department	Capital Works Projects
Portfolio	Building Services and Infrastructure
Immediate supervisor	Principal Project Manager – Capital Works Projects
Direct reports	Project Manager (NGA6)
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check  White card

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### **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 National Gallery is seeking applications from highly motivated candidates to, under limited direction and in line with corporate objectives, apply high level infrastructure project management and procurement skills to deliver key capital works initiatives. An Executive Level One position is required to deliver capital works initiatives with roles that include delivery of architectural and engineering projects.

The National Gallery's Capital Works team 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 Team 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 40th anniversary,
- The sculpture garden revitalisation,
- Development of a new internal café and other possible hospitality initiatives,
- 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.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

## **OUR IDEAL CANDIDATE**

Our ideal candidate has extensive experience successfully managing the delivery of capital works projects with a proven track record of delivering a range of complex projects to a high standard. You have demonstrated experience in overseeing, and being accountable for, all aspects of project planning and 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 knowledge of government procurement and budget process is to your advantage. Previous experience in a gallery or museum environment will be highly regarded.

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.

Your demonstrated excellent strategic and analytical skills and proven ability to supervise and mentor staff will ensure your success in delivering multiple high profile capital works projects. You have an ability to critically consider issues and challenge requests, as appropriate, providing appropriate alternative strategic decisions or options within legislative, government and National Gallery frameworks, standards and guidelines.

## **WHAT WILL YOU DO?**

In accordance with the Executive Level 1 work level standards and working to the Principal Project Manager - Capital Works Projects, you will have the following key responsibilities:

- Deliver complex and high-risk projects from project inception or an agreed project delivery stage through to financial completion, within time cost and scoping targets.
- Oversee and manage building design processes, and stakeholder consultation.
- Provide exceptional procurement, project, financial and contract management expertise.
- Provide infrastructure project management, including early project planning, the design process, contractual requirements, program control, cost control, alternative delivery methods, quality and statutory requirements.
- Ensure risk assessment includes contingency management and risk mitigation throughout the life of a project.
- Compile and write financial 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,

You will have:

The ability to **align your work with the strategic priorities** of the National Gallery, inspiring a sense of purpose and direction with project stakeholders.

Experience in **managing your own and your team's workload** to achieve results, often working with tight timeframes and competing priorities.

The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships between audiences, partners and other stakeholders.

A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of 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](mailto: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.

## ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

- A Diploma in Project Management or similar formal project management qualifications or demonstrable equivalent experience.
- Experience working in a public or cultural facility with relevant knowledge of balancing the needs of collection materials and public access during capital works programs.
- Hold or have the ability to obtain a White Card

## **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 Cherie McNair on +61 2 6240 6562 or [cherie.mcnair@nga.gov.au](mailto:cherie.mcnair@nga.gov.au).