



Position title	Engagement Manager, Projects and Capital Works
National Gallery level	Executive Level 1
Position number	2314
Employment type	Full-time, Non-ongoing for 2 years with the potential to become ongoing
Department	Communications
Portfolio	Marketing, Communications and Visitor Experience
Immediate supervisor	Head of Communications
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Baseline Security Clearance Experience and/or qualifications in Communications, Marketing, Project Management, Stakeholder Management.

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 a highly skilled communications and engagement specialist to plan, develop and implement integrated communications to support the National Gallery's program of capital works.

This role develops and delivers comprehensive communications and engagement with project stakeholders including the public, architecture, design and the art community, contractors and staff on the National Gallery's capital works program. A key focus of this role will be supporting the roll out of the National Gallery's capital works program and National Gallery Sculpture Design Competition.

Working with a range of internal stakeholders and wider communications and marketing team, you will deliver an integrated approach to communication and engagement with multi-disciplinary capital works project teams, consistent with strategic priorities and the National Gallery's brand. This is an excellent opportunity for a highly skilled and driven person to join the National Gallery.

This position reports to the Head of Communications within the Marketing, Communications and Visitor Experience Portfolio. The role maintains a dotted line to the Assistant Director Building Services and Infrastructure. The role is a non-ongoing full-time role with the potential to become ongoing.

OUR IDEAL CANDIDATE

Professional Experience: Our ideal candidate is a highly skilled project communications and engagement specialist, ideally with experience in the arts, cultural or museum sector, or in client-side construction related activity. You have extensive experience developing communication and marketing strategies aligned to major projects and organisational objectives, and your written communication is outstanding. You are a strategic, creative communicator skilled at crafting compelling narratives tailored to specific audiences. With demonstrated experience and ability, our ideal candidate can work strategically and tactically with a flexible and audience-focused approach.

Leadership: You are an experienced manager of high-performing teams who uses your leadership skills to gain the support of your colleagues and stakeholders to deliver drive the project and deliver results. You can work independently but know when to manage upwards and marshal resources to help achieve your objectives.

Demonstrated ability to build and maintain productive working relationships Our ideal candidate is a flexible team player with a strong customer service and solutions focus. Your project communications ability is of a high standard, and you are highly capable working with stakeholders internally and external to the organisation. You champion best practice communications and engagement including proactive stakeholder management.

Achieves results: You have the ability to deliver successful outcomes in a dynamic, fast-paced environment ensuring you can deliver on time, on budget to the highest standard. You will achieve results by drawing on your excellent organisational skills, influencing skills and a resilient, innovative, resourceful and pragmatic approach to communications and project management. You have experience managing external agency contracts involving procurement activity, relationship management and delivery of project outcomes.

Integrity and values: You operate to the highest levels of personal integrity and willingness to embrace the National Gallery's values of Boldness, Integrity, Respect and Excellence.

WHAT WILL YOU DO?

In accordance with the APS Executive Level 1 work level standards, you will:

- Plan, develop and implement an integrated communications, public relations and marketing to support the National Gallery's program of capital works.
- Plan, develop and implement communications and stakeholder engagement strategies, key messaging and information for key audiences liaising with marketing, digital and communications teams on brand alignment and execution.
- Manage external agency contracts including procurement activity, briefing, relationship management and delivery of project outcomes.
- Develop and implement an engagement calendar in collaboration with project team leads ensuring alignment with broader project plans and wider Gallery marketing and communication activity.
- Lead proactive stakeholder management, including building and maintaining collaborative and consultative working relationships.

- Lead communications and engagement reporting on capital works projects.
- Champion best practice communications and engagement including stakeholder management.

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 **inspire a sense of purpose and direction** using your effective communication and stakeholder management skills to engage key stakeholders with clarity and positive outcomes.

Versatility, flexibility and creativity in **aligning your work with the strategic priorities** of the National Gallery.

The ability to take responsibility to prioritise your work effectively in order to **achieve results**, often working with competing priorities and needing to work to deadlines while maintaining accuracy.

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

A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.

The ability to **act with integrity**, showing accountability, judgement and professionalism.

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 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.

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.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Experience and/or qualifications in Communications, Marketing, Project Management, Stakeholder Management.

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 Fiona McQueenie, Head of Communications on +61 2 6240 6786 or fiona.mcqueenie@nga.gov.au.

Susie Barr, Assistant Director, Marketing, Communications and Visitor Experience can also be contacted on +61 2 6240 6472 or susie.barr@nga.gov.au.