



Head of Project Management Office
NGA Level Executive Level 2
Position No. 3011
\$ 117,838 - \$134,673 per annum
Ongoing Vacancy

The position

The National Gallery of Australia is undertaking a large change program consisting of an ambitious capital works program and a range of other significant delivery initiatives across all areas of the business.

We are seeking to lift the quality and consistency of project related activities and delivery by embedding a strong project delivery framework in line with the Gallery's risk appetite. The role will lead a team of capable project managers, whilst also supporting project management capability development in other areas of the Gallery.

This is a full-time, ongoing employment opportunity available within the Enterprise Project Management Office (EPMO) Department within the Business Enabling Services (BES) Portfolio.

The Enterprise Project Management Office (EPMO) will ensure that business programs and projects are executed effectively and efficiently. The EPMO will oversee project activity across the Gallery as well as providing associated governance and a range of services to deliver and/or support those programs and projects. The EPMO will drive strategic program and project planning, identification and coordinated resolution of key organisational constraints impacting delivery whilst developing and maintaining project management methodologies, standards and tools. Further information on the duties, skills, and qualifications are outlined in the position description.

The BES Portfolio provides strategic advice to the Council and the Executive and partners with teams across the National Gallery to provide efficient, ethical and professional services to achieve the National Gallery's strategic outcomes. and through the provision of functional support.

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 role description and 'Who are we looking?' information.

You do not need to address individual selection criteria, however, in your response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Our Ideal Candidate' section.

In your statement, 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.

Contact



Further information about the position may be obtained by contacting Kym Partington on (02) 6240 6602 or kym.partington@nga.gov.au. The Recruitment Officer may also be contacted on (02) 6240 6495.

Closing date

Applications close at **midnight on Tuesday, 4 January 2022** and should be emailed to recruitment@nga.gov.au.



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| Position Title: | Head of Project Management Office |
| Position Number: | 3011 |
| Classification: | Executive Level 2 |
| Department | Enterprise Project Management Office (EPMO) |
| Portfolio: | CFO |
| Employment Type: | Full-time - Ongoing |
| Immediate Supervisor: | Kym Partington |
| Direct Reports: | N/A |
| Position Location: | NGA Parkes |
| Requirements: | Australian Citizenship Pre-employment history check |

About the NGA

The National Gallery of Australia (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 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 CFO Portfolio provides strategic advice to the Council and the Executive and partners with teams across the National Gallery to provide efficient, ethical and professional financial services to achieve the National Gallery's strategic outcomes. and through the provision of functional support.

Working at the National 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 walking or cycling 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 of Australia is undertaking a large change program consisting of an ambitious capital works program and a range of other significant delivery initiatives across all areas of the business.

We are seeking to lift the quality and consistency of project related activities and delivery by embedding a strong project delivery framework in line with the Gallery's risk appetite. The role will lead a team of capable project managers, whilst also supporting project management capability development in other areas of the Gallery.

The Enterprise Project Management Office (EPMO) will ensure that business programs and projects are executed effectively and efficiently. The EPMO will oversee project activity across the Gallery as well as providing associated governance and a range of services to deliver and/or support those programs and projects. The EPMO will drive strategic program and project planning, identification and coordinated resolution of key organisational constraints impacting delivery whilst developing and maintaining project management methodologies, standards and tools.

Our ideal candidate

Our ideal candidate is a program and project management expert with a proven track record of success in the delivery and development of these functions. You have an ability to grasp and synthesize project information and apply best practice program and project management methodologies while working in a flexible manner.

You apply change management techniques in a pragmatic way along with transformation initiatives. You have experience in project management software solutions and in producing reports.

You will have a proven ability to play a leadership role with the ability to engage, mentor, coach and effectively transfer expertise to others. You have extensive skills in stakeholder management and have experience coordinating the roll out of Project or PMO services in other organisations.

You collaborate effectively, your highly developed oral and written communications skills and ability to prioritise will ensure you can operate in our ever-changing environment.

What you will do

In accordance with an Executive Level 2 work level standards, you will be reporting to the Chief Finance Officer, the Head of Project Management Office, your will have the following key responsibilities:

1. Define and build an Enterprise Project Management Office and organisational model.



2. Implement and manage an operating model including project and program governance and delivery frameworks, relevant tools, standards and methodologies.
3. Provide leadership to the Gallery's project management resources, driving standardisation of project delivery practices.
4. Mentor and train project managers to build capacity and capability across the Gallery to consistently deliver successful projects.
5. Define, implement, and maintain appropriate program prioritisation and sequencing frameworks and methods.
6. Maintain a program roadmap and critically review program and project progress, interdependencies and risks.
7. Provide management with monthly reporting and insights for decision making, including tracking deliverables and benefit realisation.
8. Identify risks and facilitate informed and collaborative risk management decisions.
9. Develop and implement an effective and efficient approach for managing the program and project pipeline whilst balancing scarce project resources.
10. Partner with business areas and the senior executive to ensure alignment to strategy and support consistent and coordinated program and project management delivery across the Gallery.
11. Collate financial data into program/ project Council/Steering Committee packs, and other program reporting as needed.

Who are we looking for?

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

1. Personal credibility as a skilled leader who is able to **align your work with the strategic priorities** of the National Gallery, inspiring a sense of purpose and direction in your team.
2. Experience in managing your own and your team's workload to **achieve results**, often working with tight timeframes and competing priorities.
3. 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.
4. A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
5. The ability to **act with integrity** at all times, showing judgement and professionalism in all that you do.

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 role description 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

- Degree in Business Administration, or a related field, and/or
- PMP, Prince2 (or other) certification.
- At least 10 years' experience as a Senior Project Manager, Program Manager or PMO Manager

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.*