



Position title	Project Governance and Reporting Manager
National Gallery level	Executive Level 1
Position number	Position No. 3014
Employment type	Ongoing – Full-time (flexible work available)
Department	Governance
Portfolio	Chief Operating Officer (COO)
Immediate supervisor	Head of Governance (EL2)
Direct reports	N/A
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 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 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 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.

OVERVIEW OF THE ROLE

Over the coming years, the National Gallery of Australia will be delivering a large and ambitious program of works.

This includes but is not limited to:

- significant activity in capital works
- our artistic program and
- reactivation of commercial and outdoor spaces.

The Gallery is committed to embedding a strong project delivery framework to enhance existing practices. The Project Governance and Reporting Manager supports project stakeholders across the business to enhance oversight, monitoring, and reporting of projects, while working on tailored strategies to continue to lift framework knowledge and capability.

The right candidate will be exposed to diverse tasks, across the full spectrum of the Gallery's activities.

The role will see you:

- Continue to embed the Project Management Framework, tools, and templates within business areas – taking a tailored approach to enhancing project management maturity.
- Lead and guide project governance.
- Supporting business areas with project issues and enhancing Project Management capabilities through formal and informal approaches.

This position of Project Governance and Reporting Manager is being advertised as an ongoing, full-time role with the Governance team.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

1. Prior experience as a Project or Program Manager, Change Manager, or PMO Manager, with a proven track record of successful project delivery or overseeing project framework introduction, development, and maintenance.
2. Exceptional written and oral communication skills with the ability to adapt messages to different audiences and influence stakeholders, including clearly communicating complex issues.
3. Proven ability to foster engagement, build and maintain strong working relationships with stakeholders and a strong commitment to driving collaboration.
4. Experience in project reporting, governance, and evaluating and developing project management capabilities.
5. A high level of self-motivation, professionalism, demonstrating sound judgment and taking responsibility to set and manage competing priorities and deliver quality outcomes to tight deadlines.
6. An ability to work quickly and effectively, think in a structured and strategic way and communicating with influence across a range of internal stakeholders.
7. Experience in project reporting and management of business processes and data would be advantageous.

WHAT WILL YOU DO?

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

1. Manage the Project Management Framework and associated processes, reporting, documents, tools, and templates.
2. Provide guidance, promote and support standardised project delivery practices.
3. Work with Gallery stakeholders to continue to embed the project management framework and provide subject matter expertise to individual gallery projects (as required).
4. Coordinate and support project initiation and management tools and processes.
5. Coordinate the development of a Project Management capability plan and roadmap to enhance overall capability.
6. Other activity as required to develop or enhance project support services.

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:

1. Work autonomously within the broader team to **achieve results / outcomes**, often working with competing priorities and with concurrent deadlines.
2. Have the ability to **cultivate strong working relationships** with a range of stakeholders, and project resources across all parts of the Gallery.
3. Be able to **harnesses information and opportunities** to support accurate and continuous improvement of project tools, advice and reporting that address the Gallery's challenges.
4. Have **leadership and influencing skills** with the ability to engage effectively transfer expertise to others and support change management.
5. Consistently demonstrate the Gallery's Culture Compass (values of Respect, Integrity, Excellence and Boldness), **showing accountability, judgement and professionalism**, operating within the boundaries of organisational processes and legal and public policy constraints.
6. Have the ability to **communicate with influence** both verbally and in writing, able to tell a story with data and discuss project issues thoughtfully, in order to gain support of relevant stakeholders.

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.

ADDITIONAL INFORMATION

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

- hold an Australian Citizenship, and
- satisfy a police check.

The role will suit someone with a broad range of project experience – potentially across multiple sectors or ex-consultant-type delivery roles.

Experience in any/ all of the following is also desirable:

- project reporting
- project governance
- developing project management capabilities and change 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 Lilee Keating on +61 2 6120 2959.