



---

Position title	Manager, Legal
National Gallery level	Executive Level 1
Position number	3308
Employment type	Fulltime ongoing (flexible work available)
Department	Legal & Procurement Department
Portfolio	Chief Operating Officer Portfolio
Immediate supervisor	Head of Legal and Procurement
Direct reports	NGA6 Legal and Privacy Advisor
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check (or be willing to obtain) Australian Government Baseline (minimum) Security Clearance (or be willing to obtain) Law degree from an Australian tertiary institution (or equivalent) and admission as a legal practitioner to a Supreme Court of a State or Territory Government Restricted Practising Certificate (or be eligible to obtain)

---

## **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 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 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 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 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**

This is an exciting opportunity for an experienced in house lawyer who will be responsible for the provision of high quality and timely advice to business areas on a range of matters such as commercial and administrative law (including contractual negotiations), statutory interpretation, freedom of information and privacy matters.

This role is in the Governance and Strategic Planning team, responsible for the Gallery's governance, planning, reporting, risk, audit, procurement, and legal advisory services and is also secretariat to the National Gallery Council and other key advisory groups. This team makes a significant contribution to strengthen the effectiveness of the Gallery's governance and compliance framework.

This position reports to the Head of Legal and Procurement and is an ongoing full-time role with the team.

## **OUR IDEAL CANDIDATE – SKILLS AND CAPABILITY**

Our ideal candidate will have:

- Demonstrated experience in providing in house legal advice to other Commonwealth government agencies including, but not limited to, the Public Governance, Performance and Accountability (PGPA) Act 2013, the National Gallery of Australia Act 1975, the Privacy Act 1988 and the Freedom of Information Act.
- Proven ability to foster engagement, build and maintain strong working relationships with internal stakeholders and business areas, and a strong commitment to driving collaboration.
- Exceptional written and oral communication skills with the ability to adapt messages to different audiences, including the clear communication of complex legal matters and issues.
- Highly developed research and critical analysis skills and demonstrated ability to provide strategic proactive and practical legal advice.
- A high level of self-motivation, professionalism, integrity and discretion, demonstrating sound judgment and taking responsibility to set and manage competing priorities and deliver quality outcomes to tight deadlines.
- A collaborative approach and commitment to work as part of a team.

## **WHAT WILL YOU DO? – THE KEY DUTIES OF THE POSITION**

In accordance with the APS EL1 work level standards, you will:

- Undertake high level analysis of complex issues, and prepare defensible and practical advice based on sound, professional judgement and risk evaluation.
- Provide legal advisory service across matters for the whole of Gallery including procurement and contract advice, arts agreements, rights and permission and major projects.
- Advise and assist on key National Gallery working groups and committees.
- Focus on uplifting internal capability through the development and delivery of training and resources for the workforce to use and apply.
- Manage, lead and mentor a more junior lawyer, including clearing their legal work for the delivery of high quality results under tight timeframes.
- Assess and respond to Freedom of Information requests in accordance with applicable legislation and government policies.
- Demonstrate a commitment to continued legal education and
- Work closely with the procurement function on matters that span both functions and provide aligned advice to business areas.
- Balance unpredictable workloads, triage priorities and work timetables in a busy environment
- Other duties as required commensurate with your skills and abilities, and to support the broader outcomes of the team.

## WHO ARE WE LOOKING FOR?

The successful candidate will be an experienced and collaborative leader who can motivate, guide and deliver accurate and high-quality work within tight timeframes.

To be successful in this role you will need to demonstrate:

Experience providing practical, **high quality and timely in house legal advice across** a broad range of subject matter and briefing external solicitors where appropriate.

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

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

The ability to **act with integrity** at all times, showing judgement and professionalism in all that you do.

The ability to **work effectively**, both independently and as part of a team, including the ability to mentor junior lawyers.

## 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).

If you are shortlisted you may also be asked for a work sample.

## ELIGIBILITY: Qualifications, Certifications and Registrations

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

- be an Australian citizen,
- complete a National Criminal History Check,
- hold a (minimum) Baseline security clearance (or be willing to obtain),
- a law degree from an Australian tertiary institution (or equivalent), and admission as a legal practitioner to a Supreme Court of a State or Territory, and
- hold a Government Restricted Practising Certificate (or be eligible to obtain)

The following is highly desirable:

- A minimum of five years post-admission experience.

**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

**Contact**

Further information about the position may be obtained by contacting Lillie Keating on +61 2 6120 2959 or [lillie.keating@nga.gov.au](mailto:lillie.keating@nga.gov.au).