



Position title	Mechanical HVAC Technician
National Gallery level	NGA Level 4
Position number	7316
Employment type	Ongoing - Full-time
Department	Facilities Management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Senior HVAC Technician
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Current drivers license Electrician Licence or have a Restricted Electrical Licence (ACT) Level of physical fitness to carry out the duties of this role

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 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.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and always work safely.

We value the contribution that a diverse workforce brings and encouraged 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.

Position description – HVAC Technician (7316)

OVERVIEW OF THE ROLE

The National Gallery's Building Services and Infrastructure department was established in 2021 to lead the delivery of the Gallery's significant capital works programs. This program includes delivery of over \$100 million in capital asset upgrade projects, the establishment of a planned sustainable asset management program for the future.

The Facilities Management team is led by the Building Services Manager who is responsible for overseeing:

- Facility Management performance.
- Computer Maintenance Management System.
- Work Health and Safety compliance.
- Asset Management Planning
- Service Projects

The Building Services and Infrastructure Portfolio are committed to:

- Gender Equity Action Plan
- Reconciliation Action Plan
- Disability Inclusion Action Plan, and
- Environmental Sustainability Action Plan

The HVAC Technician is responsible for the day-to-day operations of the Gallery.

- Heating, Ventilation, and Air Conditioning (HVAC)
- Daily analysis of the Building Management System (BMS) planned and reactive maintenance of plant and equipment.
- Oversee management of contractors on site daily and reporting to the senior HVAC Technician

The HVAC Technician will receive an on-call allowance and is required to participate in a rotating on call roster, during this time they must be contactable and available to work outside normal working hours.

The primary focus of the building services team is the creation and maintenance of a healthy and safe environment for visitors and employees and also for maintaining strict environmental conditions (temperature and relative humidity) for the display and storage of the national collection of works of art.

This position reports to the Senior HVAC Technician and is responsible for maintaining the HVAC and BMS system. This position of HVAC Technician role is an ongoing full-time role with the Building Services team.

OUR IDEAL CANDIDATE

Our ideal candidate will have experience working in a similar environment, had been in a commercial building services role of some sort, working with contractors, understand plant and equipment, maintenance and repairs etc. You will have in depth experience in HVAC related planned maintenance and reactive work within a national cultural institution, with a strong client service ethos.

To be successful in this role, you require experience working in a commercial building space and understanding of plant and equipment as well as maintenance and repair works.

- Regular lifting and carrying duties
- The ability to move through tunnel systems
- Climbing through risers and accessing plantrooms.

You will need experience in a facility management environment with a strong understanding of WHS principles and practices, and an ability to work with contractors, staff, and stakeholders to ensure the safe, timely and quality management of the National Gallery's soft and hard facility management areas.

To be successful in this role you will work in a responsive and collaborative manner with a small maintenance team and with external contractors to ensure facility management requirements for the Gallery meet or exceed expectations.

This role requires 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.

WHAT YOU WILL DO

In accordance with the APS 4 work level standards, you will:

- Assist with the effective, efficient, safe operations and maintenance of the Gallery's HVAC system
- Assist with the delivery of in-house and outsourced HVAC maintenance services and associated projects.
- Assist with the development, coordination and implementation of maintenance programs, contract management of multiple contractors and ensure that documentation (including drawings and manuals) for the HVAC system is appropriately maintained.
- Monitor and report on the HVAC system via the Building Management System, and other systems and controls to senior management on the environmental conditions.

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:

Support the shared purpose and direction of the Gallery vision by understanding and supporting your Team and department to deliver all maintenance project within scope and budget.

Nurture internal and external stakeholder relationships, when managing project deliveries and will be responsive to all changes to your stakeholder needs and expectations.

Communicate clearly when liaising with stakeholder and presenting clear, concise messages focusing on key points and appropriate and unambiguous language. You will continue to build and sustain all stakeholder relationships internal and external from the Gallery.

See takes through to the completion and **take responsibility and** are committed to achieving quality results and can adhere to documentation procedures.

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.

ELIGIBILITY

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

- hold an Australian Citizenship
- current drivers' license
- satisfy a police check
- level of physical fitness to carry out the duties of this role



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 Matthew Hanns on +61 2 6240 6491 or Matthew.Hanns@nga.gov.au.