



Principal Project Manager

NGA Executive level 1

Position Number 1601

\$ 101,121 – \$ 115,385 per annum

Non-ongoing 18months – Full-time

THE POSITION

The National Gallery's Capital Works Taskforce was established in 2021 to lead delivery of the Gallery's significant capital works program that includes delivery of over \$100 million in capital asset upgrade projects, the establishment of a planned sustainable asset management program for the future, and the delivery of significant or iconic capital works projects.

The Capital Works Taskforce is led by the Taskforce Project Director who has responsibility for:

- Strategic Asset Management Planning
- Significant Projects
- Capital Works
- Facility Management, and
- Security Services

The Taskforce is committed to meeting the Gallery's commitments to the:

- Reconciliation Action Plan
- Disability Inclusion Action Plan, and
- Environmental Sustainability Action Plan for which the Taskforce is the lead department.

The newly formed Strategic Projects unit within the Taskforce is responsible for providing project management leadership for the delivery of complex, high profile and strategically significant capital works projects. These projects are varied in scope with a focus on positioning the Gallery a leading contemporary cultural institution for the future. Current strategic projects include:

- Oversight and planning of the Gallery's Strategic Asset Management Plan
- Delivery of a major commission by artist Lindy Lee to celebrate the National Gallery's 40th anniversary
- A re-imagining of the Gallery's beloved sculpture garden,
- Oversee implementation of the Gallery's Environmental Sustainability Action Plan, and
- Other strategic projects that may be included in the program at the direction of the Gallery Director.

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 'Overview of the role' and 'Our ideal candidate' information.

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.

To apply for this role please forward your application to recruitment@nga.gov.au.

CONTACT

Further information about the position may be obtained by contacting Kaila Hutchinson on +61 6240 6611 or kaila.hutchinson@nga.gov.au. The Recruitment team may also be contacted on + 61 6240 6495.

CLOSING DATE

Applications **close at midnight on Monday, 28 March 2022** and should be emailed to recruitment@nga.gov.au.

Position title	Principal Project Manager
Position number	1601
National Gallery level	Executive Level 1

Employment type	Full Time, Non-ongoing (18 months)
Department	Capital Works Program
Portfolio	Capital Works Task Force
Immediate supervisor	Capital Works Taskforce Project Director
Direct reports	Nil
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 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 National Gallery is seeking applications from highly motivated candidates to, under limited direction and in line with corporate objectives, apply high level infrastructure project management and procurement skills to deliver key strategic capital works initiatives which includes a major sculptural installation by artist Lindy Lee as part of the 40th anniversary of the National Gallery Australia Building, oversee the implementation of the Environmental Sustainability Action Plan, planning for a reimaging of the Sculpture Garden, and other strategic projects as required. You may manage a small team of project delivery personnel.

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 applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

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OUR IDEAL CANDIDATE

Our ideal candidate has extensive experience successfully managing the delivery of high-risk capital works projects with a proven track record of delivering a range of complex projects to a high standard. You have demonstrated experience in overseeing and being accountable for all aspects of project planning and management including;

- application of work health and safety practices
- risk management and mitigation
- contract management
- financial management
- implementation and delivery and
- management of a variety of construction and design activities.

Strong knowledge of Government procurement and budget processes within the construction industry, is to your advantage.

You have 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.

Your demonstrated excellent strategic and analytical skills and proven ability to supervise and mentor staff will ensure your success in delivering multiple high profile capital works projects. You have an ability to critically consider issues and challenge requests, as appropriate, providing appropriate alternative strategic decisions or options within legislative, government and Directorate frameworks, standards, and guidelines.

WHAT WILL YOU DO

In accordance with the Executive Level 1 work level standards and working to the Project Director, Capital Works Taskforce, you will have the following key responsibilities:

- deliver complex and high-risk projects from project inception or an agreed project delivery stage through to financial completion, within time cost and scoping targets.
- Provide exceptional procurement, project, financial and contract management expertise.
- Provide infrastructure project management, including early project planning, the design process, contractual requirements, program control, cost control, alternative delivery methods, quality and statutory requirements.
- Ensure risk assessment includes contingency management and risk mitigation throughout the life of a project.

- Compile and write financial reports and briefs and review technical content of submissions and tender documents for adequacy, compliance, value for money and fitness for purpose.

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. The ability to **align your work with the strategic priorities** of the National Gallery, inspiring a sense of purpose and direction with project stakeholders.
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 'Overview of the role' and 'Our ideal candidate' information above.

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Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check

Contact

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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.