



Executive Assistant

NGA Level 5

Position Number 0129

\$ 72,262—\$77,529 per annum

Ongoing – Full-time

THE POSITION

This position is responsible for providing administrative and project support, to the Tim Fairfax Assistant Director, Learning & Digital and the Barbara Jean Humphreys Assistant Director, First Nations Engagement.

This role is highly valued, supporting the senior executive with communication, strategic initiatives, funding applications, research and reporting requirements

This position reports to the Tim Fairfax Assistant Director, Learning & Digital and the Barbara Jean Humphreys Assistant Director, First Nations Engagement. This position of Executive Assistant is an ongoing full-time role within the Directorate team.

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.

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 Heather Whitely Robertson on +61 6240 6670 or heather.whitelyrobertson@nga.gov.au; or Bruce Johnson-McLean on +61 6240 6539 or bruce.iohnsion-mclean@nga.gov.au

The Recruitment Officer may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Sunday, 8 May 2022** and should be emailed to recruitment@nga.gov.au.



Position title	Executive Assistant
Position number	0129
National Gallery level	NGA 5
Department	N/A
Portfolio	Directorate
Employment type	Ongoing – Full-time
Immediate supervisor	Tim Fairfax Assistant Director, Learning and Digital Barbara Jean Humphreys Assistant Director, First Nations Engagement
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Identified Position Working with Vulnerable People registration (or the ability to obtain) is essential

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.

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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.

Position description – Executive Assistant (PN 0129)

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.

OVERVIEW OF THE ROLE

This position is responsible for providing administrative and project support, to the Tim Fairfax Assistant Director, Learning & Digital and the Barbara Jean Humphreys Assistant Director, First Nations Engagement.

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OUR IDEAL CANDIDATE

Our ideal candidate will have exceptional administrative, planning, organizational, time management and attention to detail skills to manage and coordinate conflicting priorities and deliver results to a high standard within deadlines.

You will have highly developed written communication skills and the ability to draft well-structured, clear and accurate reports, business correspondence, and proposals. You will have proven ability to follow proper financial procedures, policies and guidelines, including the ability to interpret and evaluate information and improve business processes.

You will be proactive and energetic and capable of identifying critical tasks and emerging priorities. You will communicate effectively and interact professionally with staff of all levels, with a demonstrated ability to foster collaborative and productive working relationships with internal and external stakeholders. You have sound judgement, and handle matters with the highest degree of professionalism.

You will have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and people who live with disability. You will also be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Discretion, good judgement and the ability to prioritize are crucial in this role, while working to deadlines, remaining calm, good natured and acting in a professional manner at all times when interacting with internal and external stakeholders. As this role will have direct communication with First Nations stakeholders internally and externally, a demonstrated level of cultural competency is essential.

Applicants should have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and people living with disability. You will be proficient in the use of the Microsoft Office suites of applications and the ability to learn and adapt to new and emerging technologies and systems.

WHAT WILL YOU DO

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

1. Provide professional support to senior executives and manage their office including:
 - diary management, arranging briefings, events and anticipating and managing competing commitments
 - records maintenance and filing
 - minute taking and overseeing delivery of agreed actions
 - managing travel arrangements
 - assisting with budget management including variance reporting, credit card acquittals and less complex procurement and financial management tasks
 - proactively monitor deadlines, triage work and forward plan commitments and
 - ensuring that papers and meeting materials are available in a timely manner.

2. Liaise directly with senior executive, internal and external stakeholders to draft and prepare briefs, reports and other correspondence on behalf of the Assistant Directors
3. Liaise with senior managers on issues relating to the delivery of special projects and administration of the two portfolios
4. Build strong working relationships and rapport with the senior leadership group and key stakeholders and represent the National Gallery with professionalism, integrity and tact
5. Provide administrative support to initiatives that contribute to strategic priorities with a special focus on Indigenous engagement, disability inclusion and child safety.
6. Develop and deliver highly efficient planning processes in support of the objectives, priorities and deadlines of the senior executives, applying initiative and problem-solving skills
7. Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion
8. Work closely with your colleagues or equivalents in the Executive Office to ensure a coordinated approach to supporting the Senior Management Group as a whole

WHO WE ARE LOOKING FOR

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

You will:

- Have the ability to understand and **support the strategic direction** of the National Gallery through support of the National Gallery's vision, mission and corporate plan.
- Identify problems **showing judgement, intelligence and common-sense** in working to resolve them in a timely manner including implementation of improved work practices.
- Manage your workload, often with competing priorities, seeing projects through to completion, adhering to procedures and seeking feedback from your supervisors to **achieve quality results**.
- **Display personal drive and integrity** committing to action and taking personal responsibility for meeting objectives and progressing work.
- Have the ability to **communicate effectively**, including listening actively to understand and adapt to your audience and present information in a clear, concise and articulate manner.
- Through your professional conduct **build and sustain positive relationships** with both internal and external 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' and 'Who we are looking for' information above.

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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.

Qualifications, Certifications and Registrations

- Australian Citizenship

- Police check
- Working with Vulnerable People Card (or the ability to obtain) is essential

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.