



Senior Project Manager, Complex Artistic Commissions

NGA Level Executive level 1

Position Number 3012

\$ 101,121 – \$ 115,385 per annum

Non-ongoing 24 Months – Full-time

THE POSITION

The Senior Project Manager is accountable for the delivery of selected / priority projects within the National Gallery, including a first of type commission for the Southern Hemisphere. Your projects will be characterised as highly complex or sensitive, with a diverse set of national and/or international stakeholders requiring close management and coordination. The scope of projects will be diverse, so blended experience across technology, construction, and business projects will be advantageous. Past experience working in cultural institutions, or galleries would also be viewed favourably.

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 Jan Wojna on +61 6240 6475 or jan.wojna@nga.gov.au. The Recruitment team may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Sunday, 17 April 2022** and should be emailed to recruitment@nga.gov.au.



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| Position Title: | Senior Project Manager |
| Position Number: | 3012 |
| NGA Level: | Executive level 1 |
| Employment Status: | Fulltime – Non-ongoing (24 months) |
| Department | Enterprise Project Management Office |
| Portfolio: | Business Enabling Services |
| Immediate Supervisor: | Head of EPMO |
| Direct Reports: | NIL |
| Position Location: | National Gallery of Australia - Parkes |
| Requirements: | Australian Citizenship Police Check Ability to obtain Baseline Security Clearance |

About the National Gallery

The National Gallery of Australia (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 excellence, creativity, courage, respect and accountability.

This position forms part of the Enterprise Project Management Office which provides guidance, support and coordination services to all projects in delivery across the National Gallery.

Working at the National 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 walking or cycling 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 LGBTQI people.

Overview of the role

The Senior Project Manager is accountable for the delivery of selected / priority projects within the National Gallery, including a first of type commission for the Southern Hemisphere. Your projects will be characterised as highly complex or sensitive, with a diverse set of national and/or international stakeholders requiring close management and coordination. The scope of projects will be diverse, so blended experience across technology, construction, and business projects will be advantageous. Past experience working in cultural institutions, or galleries would also be viewed favourably.

Our ideal candidate

Our ideal candidate will have extensive experience in project management or have demonstrated significant practical expertise in project planning and delivery working across a range of project types and/or industries. Ideally, you will have experience leading and/or supporting a mix of business, technology and construction projects and may have previously worked in other galleries.

You must be able to proactively solve problems in ambiguous environments and work collaboratively with a range of stakeholders to achieve project objectives.

You will bring a solution-oriented mindset and be motivated by and find satisfaction in overcoming project and business challenges. Being self-motivated and taking initiative to anticipate and mitigate project risks are essential attributes.

To lead whole-of-Gallery project teams, you will have highly developed interpersonal oral and written communication skills, negotiation skills and a demonstrated ability to develop and maintain productive working relationships with internal and external stakeholders.

You are outcomes-focused, and able to sensitively manage / communicate risks and dependencies to ensure a supporting and collaborative stakeholder environment is maintained. You apply your prior experience during the planning process, to develop robust approaches that reflect organisational and stakeholder constraints.

You will have demonstrated experience in managing a range of contracts and/or third parties and accommodate an environment of changing organisational priorities in the interest of whole-of-Gallery outcomes.

What you will do

Reporting to the Enterprise Project Management Office (EPMO) Director, you will have the following key responsibilities:



1. Apply the National Gallery's Project Management Framework to manage complex and sensitive National Gallery projects through the project lifecycle (project initiation, planning, delivery and close-down).
2. 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.
3. Ensure risk assessment includes contingency management and risk mitigation throughout the life of a project.
4. Engage and work collaboratively with internal and external project stakeholders.
5. Identify opportunities to refine and enhance the Project Management Framework, and supporting tools, systems and templates.
6. Assist the EPMO team in the coordination of other portfolio and program reporting to support various project governance forums.
7. Apply your project expertise to support and coach other Gallery staff members that may be leading projects.
8. Undertake other various ad-hoc project duties commensurate with the skill and capability requirements at this level.

Who are we looking for?

In order to successfully undertake this role, you must be able to demonstrate, or have the potential to develop the following:

1. The ability to work with limited/minimal direction within the context and boundaries of project scope in order to **achieve results / project outcomes**, often working with competing priorities and within project deadlines.
2. The ability to **build and sustain productive working relationships** with team members and a diverse range of project stakeholders.
3. **Proactive** management of your projects, and their associated stakeholders during planning and delivery to **anticipate** and **mitigate project risks** wherever possible.
4. The ability to **act with integrity**, showing accountability, judgement and professionalism, operating within the boundaries of organisational processes and legal and public policy constraints.
5. The ability to **communicate with influence** both verbally and in writing, discussing project issues credibly and 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 'Overview of the role' and '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.

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.

Qualifications, Certifications and Registrations

- Any professional project management certification is desirable
- Ability to obtain Baseline Security Clearance

Contact

Further information about the position may be obtained by contacting Jan Wojna on +61 6420 6475. The Recruitment team may also be contacted on + 61 6240 6495.

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.*