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Position title	Manager Information and Data
National Gallery level	NGA Executive Level 1
Position number	Position No. 1115
Employment type	Ongoing – Full-time
Department	Information Communications, Technology
Portfolio	Business Enabling Services
Immediate supervisor	Chief Information Officer
Direct reports	Mail and Records Officer
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Baseline Security Clearance (or ability to obtain)

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## **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 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.

## **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 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 part of the Information Management Section within the Information Services Department. The IM Section manages the Gallery's information management, data and records services, and emerging information management requirements to meet our strategic and business needs.

This position reports to the Chief Information Officer (CIO) and is responsible for ensuring the day-to-day operations of the IM section operate efficiently, are well organised and supports the CIO in delivering high quality outcomes and modern services for the NGA.

The National Gallery is about to commence a transformation agenda in how it manages its information and data. A new Information Management Strategy and implementation roadmap are being finalised to align the Gallery's operations with the National Archives of Australia and whole of government policies and procedures for information, records and data.

A cornerstone reform project in this roadmap includes the development, implementation and transition to electronic documents and digital records, supported by a new integrated information system to enable this. Involving a large change management, systems configuration, and review of procedures and instructional material, the occupant of this role will need to draw on the extensive skills, experience and qualifications in information management to manage this body of work and ensure successful adoption by all Gallery staff.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have demonstrated leadership and organisational abilities together with a high level of achievement, strategic thinking and analytical skills, and a demonstrated capacity to use innovative ideas in delivering an information, data and records capability.

Your high level of information management, electronic documents and digital records management, with demonstrated experience in reviewing, developing and implementing related strategies, policies and procedures will be to your advantage.

You should have highly developed skills to evaluate ongoing project performance and ability to identify critical success factors and respond flexibly to changing demands especially as they relate to project management and risk.

You will be able to demonstrate your ability to manage staff and workloads to meet organisational deadlines and priorities within budget in a high pressure, busy and changing client service environment.

You will have a high level of skill in analytical experience, vendor evaluations, and developing, managing and maintaining vendors, contracts and stakeholders.

You will also have a high level of oral and written communication skills together with a high level of proven organisation, negotiation, interpersonal and representational skills.

## **WHAT WILL YOU DO?**

In accordance with the APS Executive level 1 work level standards, you will:

- Provide high level leadership and manage the Gallery's Information Strategy, policy and supporting procedures, including setting annual priorities and updating the Gallery's Information Strategy Roadmap, driving change and improving the Gallery's "Digital Check-up" survey results
- Actively contribute to the Gallery's strategic direction and development of information management services supporting its core business, including identification of areas for streamlining, improvement for greater efficiency and implementation of new and emerging technologies
- Provide high level advice to a range of internal and external stakeholders
- Lead and implement a new information system to enable electronic documents and records
- Develop, implement and manage new ways of working to enable electronic document management and practices
- Manage the transition for all Gallery staff from physical to digital records in line with the National Archives of Australia policy

- Develop, implement and manage new data management policies and procedures to enable access, sharing and use of data in line with government policy
- Manage information and data security, controls and appropriate access for staff of document and records.
- Manage the budget of the information management section
- Ensure effective risk management plans and policies for information systems are in place, monitored and updated regularly
- Manage vendors and service contracts for information management functions completed by third parties

## 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:

- Personal credibility as a skilled leader and team member who has a strong understanding of information, data and records management capabilities, environments, their challenges and navigating solutions and opportunities
- Experience in managing your own and your team's workload to achieve results, often working with tight timeframes and competing priorities, supporting a sense of purpose and direction in your team
- The ability to communicate with influence, including negotiating persuasively and understanding and adapting to the audience, including explaining complex solutions to non-subject matter audiences
- A versatile, flexible and creative approach to cultivating productive working relationships, and building strong relationships between audiences, partners and other stakeholders
- 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 '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.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## Qualifications, Certifications and Registrations

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

- hold Australian Citizenship, and
- satisfy a police check.
- Baseline Security – or ability to obtain

Role specific mandatory qualifications certification and/or registrations include:

- Experience in information management, archives, data management, business or other relevant related fields is essential
- Relevant experience in either information, data and/or records management is essential

**Contact**

Further information about the position may be obtained by contacting Tom Georgilas on +61 2 6240 6762 or [tom.georgilas@nga.gov.au](mailto:tom.georgilas@nga.gov.au).