



Position title	Governance and Risk Officer
National Gallery level	NGA Level 6
Position number	Position No. TBC
Employment type	Non-ongoing - Fixed term – 2 years
Department	Governance and Strategic Planning
Portfolio	Chief Operating Officer
Immediate supervisor	Manager, Governance and Reporting
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

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 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 National 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 encourage people 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 is no ordinary risk and reporting role. This high-profile position at the National Gallery requires someone who:

- thrives on engaging with teams on complex and unique challenges.
- uses curiosity and broad thinking to surface potential solutions.
- balances creative problem solving with acute attention to detail.
- is proactive, solution oriented, and passionate about contributing to the successful, sustainable and safe operations of a widely respected national cultural institution.

Our ideal candidate has technical knowledge and experience in risk management systems and frameworks, internal audit, governance, and reporting practices. An ability to prepare high quality, clear and user-centred guidance, tools, templates and reporting is also fundamental to this role.

This position reports to the Manager, Governance and Reporting and is responsible for supporting the National Gallery's activities in:

- internal audit
- risk management
- governance, and
- reporting.

The position of the Governance and Risk Officer is a full-time non-ongoing (two year) role in the Governance and Strategic Planning team. The team is known and respected for its approachability, complex problem solving, solution orientation and professionalism. You will be working with a team committed to high performance, user-centred service provision and, most importantly, supporting each other to achieve and succeed.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

OUR IDEAL CANDIDATE

Our ideal candidate will be able to show their understanding of relevant legislation and guidance materials including but not limited to the *Public Governance, Performance and Accountability (PGPA) Act 2013*, the Commonwealth Risk Management Policy, ISO AS/NZS 31000:2018 Risk Management - Principles and Guidelines and the Commonwealth Fraud Control Framework.

You will demonstrate your experience in developing and applying risk and other governance systems and processes within a complex and unique organisation. Our ideal candidate will be a creative and strategic thinker, who is able to support the implementation of measures to improve risk management capability across the National Gallery.

You will have effective written and verbal communication skills to deliver messages internally and externally in a clear and confident manner on behalf of the Gallery. Our ideal candidate will be able to show their ability to collaborate effectively with stakeholders, with the ability to communicate with influence with different audiences.

With your highly developed prioritisation and time management skills, a high-level of attention to detail and the ability to work with minimal direction, you will contribute to the Gallery's ever-changing environment as a National Collecting Institution.

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, you will:

1. Assist with the continual improvement of the National Gallery's risk management, fraud management and business continuity frameworks and policies.
2. Assist with coordinating activities relating to the National Gallery's internal audit program. This includes supporting the procurement and contract management of the internal audit service providers and may include reporting to the National Gallery's Senior Management Group, Audit and Risk Committee and Council on the progress and outcome of internal audit activities.
3. Assist in managing the National Gallery's business continuity arrangements, including the development of plans, and assisting with testing exercises at both operational and strategic levels to prepare the National Gallery to recover quickly from business interruption events.
4. Support the management of the National Gallery's insurance program with Comcover, including analysing risk areas to ensure adequate coverage.
5. Prepare management reporting, including sharing insight into trends and recommended courses of action to improve compliance, simplify internal processes and otherwise improve risk, audit, fraud and business continuity capabilities.
6. Assist in the coordination of the production of annual reporting documents, including the Annual Report, Portfolio Budget Statements and other accountability and performance reporting, and supporting planning activities to ensure the quality, accuracy, consistency, continuity and timeliness of the reporting process.
7. Provide ad-hoc advice and support for teams in conducting risk activities and governance activities, as required.
8. Other activities, as required, to develop or enhance governance and reporting support services.

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:

1. **Understand, support and promote** the business objectives of the National Gallery by identifying the relationship between the Gallery's goals and operational tasks.
2. **Clearly communicate goals** and objectives to others. Understand, support and communicate the reasons for decisions and recommendations.
3. **Show judgment, intelligence and common sense** when undertaking tasks and meeting objectives.
4. **Develop and support complex** relationships with internal and external stakeholders.
5. **Provide expert advice and interpretation** within your technical or professional area, including preparing relevant strategic advice, where appropriate.
6. **Act with integrity, showing accountability, judgement and professionalism**, operating within the boundaries of the Gallery's processes and legal and public policy constraints.

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.

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

ELIGIBILITY:

Citizenship - To be eligible for employment with the National Gallery you must be an Australian citizen.

Police Check: to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance.

ADDITIONAL INFORMATION

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

- Hold an Australian Citizenship, and
- satisfy a police check.

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 Zoe Bennett on +61 2 6240 6421 or zoe.bennett@nga.gov.au.