



Position title	Portfolio Coordinator
National Gallery level	NGA Level 5
Position number	Position No. multiple
Employment type	Ongoing – Full-time (flexible work available)
Department	N/A
Portfolio	Several
Immediate supervisor	Senior Management Group (SMG) member/s
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 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 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 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

These roles are the engine room of the Portfolio/s. Supporting a key Senior Management Group member (or members), the role performs a range of administrative, planning, reporting, recruitment and project tasks that are required for the Portfolios to operate in compliant, efficient and effective way and positively contribute to the work of the Gallery and its culture.

This position is an ongoing full-time role with the National Gallery.

Candidates will gain from the experience:

- Exposure to senior leaders
- Engagement with the rich diversity of teams and functions across both Portfolios
- Insight into the strategic and operational context of the National Gallery
- Insight into the obligations of the National Gallery, as a Corporate Commonwealth Entity (CCE)
- A close working relationship with other team members in like roles.

## OUR IDEAL CANDIDATE

Our ideal candidate will have:

1. Exceptional administrative, planning, organisational, time management and attention to detail skills to manage and coordinate priorities and deliver results to a high standard as per timeframes and deadlines.
2. Highly developed interpersonal and stakeholder liaison skills including the ability to foster collaboration and productive working relationships with internal and external stakeholders at all levels.
3. Well-developed written communication skills and the ability to collate, analyse and interpret information to respond to requests for data or to produce key business documents.
4. Proven ability to follow processes while also value adding by identifying and introducing, in consultation with stakeholders, business process improvements.
5. Demonstrated personal traits of integrity, exercising a high level of discretion and sound judgment with sensitive and confidential issues and a common-sense approach in dealing with problems and demonstrated initiative.
6. Proficient in the use of the Microsoft Office suite of applications and the ability to learn and adapt to new and emerging technologies and systems.

## WHAT WILL YOU DO?

In accordance with the APS5 work level standards, you will:

1. Provide professional support to an SMG member/s and their Portfolio/s teams through:
  - Coordination of Portfolio papers and reports for internal and external stakeholders
  - Coordination of Portfolio deliverables against Action Plans
  - Managing travel arrangements for the Portfolios
  - Supporting Portfolio communication, engagement and culture activities
  - Supporting recruitment, onboarding and induction actions for the Portfolios
  - Secretariat support (as required)
2. Liaise with the SMG member/s on issues relating to the delivery of special projects and administration of the two portfolios.
3. Build strong working relationships and rapport with key stakeholders and represent the National Gallery with professionalism and integrity.
4. Develop and deliver highly efficient processes in support of the objectives, priorities and deadlines of the SMG member/s and Portfolios, applying initiative and problem-solving skills.

5. Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.
6. Work closely with your colleagues or to ensure a coordinated approach to supporting the Senior Management Group as a whole.
7. Provide other high-level executive support and duties as required.

## WHO ARE WE LOOKING FOR?

You will:

- Have the ability to understand and **support the strategic direction** of the National Gallery through support of the National Gallery's vision 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 manager to **achieve quality results**.
- **Display personal drive and integrity** when committing to action and take personal responsibility for meeting objectives, manage your workload and progressing work objectives.
- 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' 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](#) as well.

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

## ELIGIBILITY:

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

**Police Check** - To be eligible for this role you must complete a police check.

## ADDITIONAL INFORMATION

Role specific desirable qualifications certification and/or registrations include:

- Relevant tertiary qualifications in Business, Communication, Information Management or other relevant discipline OR equivalent experience is desirable.

## 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 Ali Halpin, Chief Operating Officer on +61 2 6240 6582.