



Position title	Enterprise Project Management Office Manager
National Gallery level	NGA Executive Level 1
Position number	Position No. 3013
Employment type	Ongoing/ Non-ongoing – Full-time (2-year contract with flexible working arrangements)
Department	Enterprise Project Management Office
Portfolio	Chief Operating Officer
Immediate supervisor	Head of EPMO
Direct reports	EPMO Officer
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Baseline Security Clearance (or the ability to obtains)

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 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

Over the coming years, the National Gallery of Australia will be delivering a large and ambitious program of works. This includes but is not limited to significant activity in Capital works; our artistic program; reactivation of commercial and outdoor spaces.

This pipeline of critical and groundbreaking projects are happening in Canberra and across Australia.

The Gallery is committed to developing and embedding a strong project delivery framework to enhance existing practices. The Enterprise Project Management Office (EPMO) supports capable project sponsors and project managers across the business, while working on tailored strategies to continue to lift framework knowledge and capability of the Gallery.

The EPMO has a broad remit. The right candidate will be exposed to diverse tasks, across the full spectrum of the Gallery's activities.

The role covers:

- Continuing to embed the Project Management Framework, tools and templates within business areas – taking a tailored approach to enhancing Project Management maturity,
- Leading and guiding project governance,
- Supporting business areas with project issues and enhancing Project Management capabilities, and
- Developing an approach for whole-of-organisation planning - looking at a 2-5year horizon to support the Executive identifying organisational constraints.

This position reports to the Head of EPMO and is a non-ongoing full-time role, with the possibility for ongoing opportunities in the future.

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 have:

1. experience as a Project Manager, Program Manager, Change Manager or PMO Manager, with a proven track record of successful project delivery or overseeing project framework introduction, development and maintenance.
2. Exceptional written and oral communication skills with the ability to adapt messages to different audiences and influence stakeholders, including clearly communicating complex issues.
3. Proven ability to foster engagement, build and maintain strong working relationships with stakeholders and a strong commitment to driving collaboration.
4. Experience in project reporting, governance, and evaluating and developing project management capabilities.
5. A high level of self-motivation, professionalism, demonstrating sound judgment and taking responsibility to set and manage competing priorities and deliver quality outcomes to tight deadlines.
6. An ability to work quickly and effectively, think in a structured and strategic way and communicating with influence across a range of internal stakeholders.

WHAT WILL YOU DO?

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

1. Manage the Project Management Framework and associated processes, documents, tools, and templates.
2. Provide guidance and support to the Head of EPMO and Gallery's project management resources, to standardise and enhance existing project delivery practices.

3. Mentor and train project managers to build capacity and capability across the Gallery, including the establishment of a community of practice.
4. Implement and maintain appropriate program prioritisation and project initiation / pipeline management tools and processes.
5. Provide management/Council with regular reporting and insights for decision making, including portfolio, program and project reporting.
6. Support the implementation of an effective and efficient approach for managing the program and project pipeline.
7. Develop / oversee a master Gallery schedule and develop tools and approaches to identify conflicts and options for resolution.
8. Develop / implement a PM capability plan and roadmap to enhance overall capability.
9. Other activity as required to develop or enhance EPMO 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. Have the appropriate **qualifications and experience** developing and/or running program and project management office functions, with experience across any/all of the following project types - technology, artistic, construction, and/or business projects.
2. Work with limited/minimal direction within the context and boundaries of EPMO scope in order to **achieve results / outcomes**, often working with competing priorities and with concurrent deadlines.
3. Have the ability to **cultivate strong working relationships** with a range of stakeholders, and project resources across all parts of the Gallery.
4. Have **leadership skills** with the ability to engage, mentor, coach and effectively transfer expertise to others.
5. **Act with integrity**, showing accountability, judgement and professionalism, operating within the boundaries of organisational processes and legal and public policy constraints.
6. Be able 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 '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.

Qualifications, Certifications and Registrations

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

- Australian Citizenship
- satisfy a police check and

- Baseline Security Clearance (or the ability to obtain).

Role specific qualifications certification and/or registrations include:

- Prior experience in the arts sector or someone with a broad range of project experience – potentially across multiple sectors or ex-consultant-type delivery roles.
- Experience in any/ or all of the following is desirable; project reporting, project governance, master scheduling for organisations or large business areas, developing project management capabilities and change management.

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.