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Position title	Risk and Fraud Manager
National Gallery level	NGA Executive Level 1
Position number	Position No. 3301
Employment type	Non-ongoing – Part-time – Job share
Department	Governance and Strategic Planning
Portfolio	COO
Immediate supervisor	Head of Governance and Strategic Planning
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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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 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**

This is no ordinary risk 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;

**Position description – Risk and Fraud Manager (3301)**

- balances creative problem solving with acute attention to detail; and
- 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 deep technical knowledge and experience in risk management systems and frameworks, internal audit and business continuity practices. An ability to prepare high quality, clear and user-centred guidance, tools, templates and reporting is also fundamental to this role. The Risk and Audit Manager is regularly required to engage with and present to the National Gallery's Senior Management Group, Director and Council Members, so confidence in engaging with diverse and senior stakeholders is essential.

The Risk and Fraud Manager forms part of the National Gallery's Governance and Strategic Planning team and reports to the Head of Governance and Strategic Planning. The team is known and respected for its approachability, complex problem solving, solution orientation and professionalism.

We also offer a rare opportunity to put your skills to practice on novel challenges, such as working with our curators on protecting multi-million-dollar artworks.

The position is a non-ongoing, part-time job-share employment opportunity for two days per week for twelve months, with the possibility of an extension. There is also the possibility of working three days per week in the short term. You will be job sharing with someone who currently works two days per week.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will be able to show their in-depth 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 breadth of experience in developing and embedding 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 identify and implement measures to improve risk management capability across the National Gallery.

You will have highly effective written and verbal communication skills to deliver communications internally and externally clearly and confidently on behalf of the National 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.

You will have the ability to proactively shape and maximise relationships to work effectively with, and garner the confidence of, the National Gallery team members and stakeholders including Senior Executive, Audit and Risk Committee and Council members.

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

## **WHAT WILL YOU DO?**

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

- Jointly oversee and improve the National Gallery's risk management, fraud management and business continuity frameworks and policies, including leading regular review and continuous improvement activities.
- Build capability across the National Gallery by developing and leading effective training and education activities, and by developing and embedding user centred guidance, tools and templates to support team members undertake compliant risk, fraud and business continuity activities.
- Jointly lead, manage and coordinate all activities relating to the National Gallery's internal audit program. This includes procurement and contract management of the internal audit service providers, development and execution of a risk based strategic internal audit program and reporting to the National Gallery's Senior Management Group, Audit and Risk Committee and Council on the progress and outcome of internal audit activities.
- Work with business units to embed risk management within business processes, achieve a positive risk culture and otherwise promote awareness of risk and related governance frameworks so that risk

identification and mitigation becomes a core element of all Gallery activities.

- Jointly manage 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.
- Jointly oversee the management of the National Gallery's insurance program with Comcover, including analysing risk areas to ensure adequate coverage.
- 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.
- Provide ad-hoc advice and support for teams in conducting risk activities across and undertake governance team ad-hoc duties as required.

## 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:

- **Build the National Gallery's organisational capability and responsiveness** by identifying and implementing opportunities for continuous improvement. You are able to identify key tactics and strategies to support performance while remaining flexible and responsive to an ever-changing environment.
- **Focus strategically**, understanding the National Gallery's objectives and aligning our operational activities accordingly. You will be able to understand and consider the ramifications of risk-based issues, including the longer-term impact of our work across the National Gallery and in the broader community.
- **Show judgment, intelligence and common sense** when undertaking tasks and meeting objectives. You are able to collate information, conduct analysis and draw accurate conclusions based on evidence. You will be able to recognise the links between issues, break through problems and weigh up your options to identify solutions. By exploring possibilities, you will work with the team to deliver innovative and agile options and solutions.
- **Listen, understand and adapt to your audience** by seeking to understand your audience and tailor your communication style and messaging accordingly. Being able to show you will listen carefully to others and understand their views to ensure their views have been understood.

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

The following are highly desirable:

- Relevant tertiary qualifications in Business, Commerce, Law, or other relevant discipline(s); and

- Government Investigations, Fraud Control, Internal Audit, Risk Management or equivalent experience.
- Professional certification and/or membership of relevant professional associations 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.

### **Contact**

Further information about the position may be obtained by contacting Dr Shireen Huda on +61 6240 6535 or [Shireen.Huda@nga.gov.au](mailto:Shireen.Huda@nga.gov.au).