



Position title	Procurement Officer
National Gallery level	NGA Level 6
Position number	Position No. 3310
Employment type	Ongoing – Full-time
Department	Governance and Strategic Planning
Portfolio	COO
Immediate supervisor	Procurement Manager
Direct reports	N/A
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

The role will support teams across the Gallery to plan and conduct compliant procurement processes, develop and review less complex supply contracts, and support contract management activities to deliver value for money outcomes for the Gallery and the Commonwealth.

Position description – Procurement Officer (3310)

The Procurement Officer role will support the Building Services and Infrastructure portfolio with the growing pipeline of capital works procurements.

The role will also provide advice and assistance in the interpretation of policy relevant to the Gallery's procurement operations and facilitate growth in procurement capacity and capability across the Gallery.

This position reports to the Procurement Manager and is an ongoing full-time role within the Governance and Strategic Planning team.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

1. A good understanding of relevant policy, legislation and guidance materials related to procurement including, but not limited to, the *Public Governance, Performance and Accountability (PGPA) Act 2013*, the *National Gallery of Australia Act 1975*, and the Commonwealth's Resource Management Framework including the Commonwealth Procurement Rules.
2. A demonstrated ability to present messages with confidence in a clear, concise and articulate manner, and to tailor both communication style and message to suit the audience.
3. A demonstrated ability to gather and investigate information from diverse sources to support the achievement of procurement, risk mitigation and contracting practices in a compliant and transparent manner.
4. A demonstrated understanding of best practice sourcing strategies, business requirements, procurement documentation, and contract management practices and processes, and an ability to identify opportunities for improvement.
5. An ability to build and maintain positive working relationships with team members, stakeholders and clients.
6. A demonstrated ability to consider the ramifications of issues and the longer-term impact of own work and that of the work area to deliver quality outcomes to tight deadlines.

WHAT WILL YOU DO?

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

1. Provide practical advice and guidance on all matters within the position's remit, including the application of laws, rules and policies, as well as procurement processes, low risk contract drafting, contract management and other procurement compliance-related activities.
2. Engage with the internal legal team on high risk, high value contract negotiation, as required.
3. Assist with less complex market assessment and negotiation activities.
4. Assist with annual procurement planning activities with teams across the National Gallery, as well as contributing to the implementation of business improvement activities, where appropriate.
5. Assist to update current, or draft new, procurement and contract related policies, guidelines, procedures and processes, and support the development, maintenance and improvement of the National Gallery's procurement and contract management systems to support compliance and inform decision-making.

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 ability to **support the strategic** direction by identifying the relationship between the strategic priorities of the National Gallery and your tasks at an operational level.
2. Have experience in managing your own workload to **achieve results**, often working with tight timeframes and competing priorities.

Be versatile, flexible and take a creative in your approach to **cultivate productive working relationships** with a diverse range of stakeholders.

3. 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.

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 Procurement, Business, Commerce, Law or other relevant discipline (corporate governance, risk and performance management, legal studies, finance) or equivalent experience is essential.
- Professional membership of relevant professional associations is desirable (e.g. CIPS, PASA, AICD).

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 2 6240 6535 or shireen.huda@nga.gov.au.