



Position title	Landscape Manager
National Gallery level	NGA Executive Level 1
Position number	Position No. 7229
Employment type	Ongoing/ Non-ongoing – Full-time
Department	Facilities Management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Head of Estate Management
Direct reports	Multiple roles
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**

Are you looking for an exciting role with a heritage listed National Cultural Institution where you can combine your landscape design flair and horticultural expertise to care for arguably one of Australia's most iconic gardens, The National Gallery of Australia Sculpture Gardens.

The role of Landscape Manager within the Building Services and Infrastructure Portfolio is a unique opportunity to oversee and coordinate the management and maintenance of the National Gallery's gardens to realise the original design intent and the strategic vision for the gardens. Working closely with the Director and Project Director, you will coordinate a team of contractors and work with technical staff to renew the gardens with an emphasis on landscape design, appropriate horticultural practices for native gardens, tree management and integration with the artistic curatorial vision of the spaces.

The role requires an ability to work with a wide group of internal and external stakeholders with a commitment to meaningful First Nation's engagement, public accessibility and safety, and supporting the National Gallery to achieve its targets under the Environmental Sustainability Action Plan.

The Building Services and Infrastructure Portfolio brings together a highly experienced team of technical and professional experts to care for, plan, manage and upgrade the National Gallery of Australia facilities. The portfolio has responsibility for:

- Strategic Asset Management Planning
- Strategic Projects
- Capital Works
- Facility Management including buildings and grounds,
- Security Services,

We are committed to meeting the National Gallery's targets against our:

- Reconciliation Action Plan
- Disability Inclusion Action Plan,
- Gender Equity Action Plan, and
- Environmental Sustainability Action Plan for which the portfolio is the lead in delivery.

The grounds of the National Gallery of Australia are a nationally heritage listed landscape and home to a number of sculptures by internationally recognised artists. The Sculpture Garden and the Australian Garden are significant assets of the National Gallery and are publicly accessible for visitors including for commercial and public events. Understanding the landscape design, its utilisation and relationship to the buildings are a key component of this position.

This position reports to the Head of Estate Management and is responsible for overseeing the Gallery's grounds. This position of Landscape Manager is a non-ongoing role with the opportunity to be made ongoing and is a full-time role. Occasional after hours or weekend work may be required to support emergency maintenance activities, public events or other requirements.

## **OUR IDEAL CANDIDATE**

As the ideal candidate, you have creative talent, practical skills and a strategic perspective necessary to care for the National Gallery gardens. You are passionate about landscape design and the arts with a drive to implement a thorough program of landscape management and maintenance activities. You understand the requirements to manage and maintain a heritage listed cultural landscape that is open 365 days of the year to the public.

The role is responsible for overseeing the year-round daily maintenance operations for the gardens and ensuring that they are safely maintained to meet the design intent of the original design while also caring for the gardens to meet the future expectations of the spaces. Under the supervision of the Department Head Estate Management, the Landscape Manager provides hands-on leadership for minor landscape projects, curatorial installations and maintenance of the Gallery grounds.

You are a strong communicator and collaborator, able to work with a wide range of internal stakeholders including the building maintenance and capital works teams, curators and conservators. You understand the importance of our strategic partners including the National Capital Authority, patrons for the arts and visitors who are passionate about the Sculpture Garden. You have a genuine commitment to reconciliation and a respectful willingness to work with First Nations People to listen to their perspectives and how these can be interpreted through the gardens.

Our ideal candidate has a strong background in landscape design and horticulture with an understanding of managing a heritage listed landscape to ensure that the design and heritage values of the landscape are realised and maintained. You have a deep understanding of how to care for native gardens. You have a passion for cultural institutions, architecture and design. Qualifications in Landscape Architecture, landscape design and/or horticulture is highly desirable with a significant level of experience working in landscape management.

You provide high level landscape management advice to the National Gallery's executive. You monitor industry developments and seek to implement best practice procedures and regimes for landscape management and maintenance. This is a fantastic opportunity suited to someone who shares our passion for gardens and the arts, and who is looking to advance their career as a landscape management professional.

## **WHAT WILL YOU DO?**

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

- Manage trade contractors to ensure the proper, efficient and timely completion of landscape maintenance works.
- Work in the field and in the office while providing hands-on guidance for the formulation and completion of works.
- Daily inspection of landscape to ensure overall presentation and condition of grounds and gardens meets standards and quality expectations of the National Gallery.
- Prioritise horticultural tasks and coordinate implementation of work assignments for trade contractors in coordination with the building services team.
- Assist in preparation of work schedules for planned and reactive maintenance.
- Oversee the health and safety of occupants of the gardens and staff accessing these spaces.
- Contract management to ensure maintenance activities are in accordance with contract requirements and to the expectations of the agency including cleaning, maintenance, planting and arboreal management.
- As a manager, attend meetings as necessary, including but not limited to managers' meetings, committee meetings and planning.
- Be able and willing to interact with executive, donors, visitors, staff, volunteers and school groups.
- Demonstrate natural leadership, ability to communicate effectively, both orally and in writing, to establish and maintain effective relationships with co-workers, visitors, vendors and others in the workplace.
- Considerable knowledge of horticulture and grounds maintenance.
- Understanding of native garden care, tree care, turf management, planting – particularly in a native garden.
- Understand and maintain the irrigation systems' and its operations.
- Understand and/ or ability to gain an understanding of pesticide and chemical use in a public cultural institution.
- Ability to work outside for long periods of time in unfavourable conditions; perform manual labour requiring walking, lifting, reaching, stooping, pushing, pulling and carrying; and
- Proficient using Microsoft Office.

## 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:

- Have the ability to **align your work with the strategic priorities** of the National Gallery, inspiring a sense of purpose and direction with project stakeholders.
- Be able to demonstrate the ability to **marshal professional expertise**, coordinate specialist expertise and the knowledge and skills of others. Contributes own expertise to achieve outcomes for the business.
- Be a versatile, flexible and have a creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
- **Commit to action** and take personal responsibility for meeting objectives and progressing work. You are able to show initiative and take proactive steps and do what is required. Commits energy and drive to see that goals are achieved.
- Confidently presents messages in a clear, concise and articulate manner to **communicates clearly**.
- Focus on key points and use appropriate, unambiguous language. Selects the most appropriate medium for conveying information and can structure written and oral communication to ensure clarity.

## 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.

Role specific mandatory qualifications certification and/or registrations include:

- a white card (or the ability to obtain)
- asbestos awareness certificate (or the ability to obtain)
- class C license (or the ability to obtain)

## 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 Nichole Tyrie on +61 2 6240 6763 or [nichole.tyrie@nga.gov.au](mailto:nichole.tyrie@nga.gov.au).