



Position title	Partner Support Officer: General
National Gallery level	NGA level 6
Position number	Position No. 8221
Employment type	Non-ongoing, fulltime
Department	Special Projects
Portfolio	Directorate
Immediate supervisor	Project Manager
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.

Sharing the national collection is a landmark initiative for the National Gallery. It represents an elevation of one of the country's leading art institution brands and a significant expansion of the reach of visual art across regional, remote and suburban Australia.

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 position is responsible for providing administrative and project support, to the Sharing the National Collection project. This role is highly valued, supporting partner cultural institutions to participate in Sharing the national collection.

Being part of this project team is a significant opportunity to engage with cultural institution partners across the country and be a part of a noteworthy chapter in the art history of the nation.

This will involve direct written and verbal contact with a range of institutions around Australia, working through a range of matters that may include requirements gathering, provision of advice, understanding conservation needs, coordinating specialist advice from within the National Gallery, issues resolution and other items that may be relevant to sharing masterworks from the national collection.

The Partner Support Officer will also assist the Project Manager and Project Director with tasks that may include communication, strategic initiatives, project management and reporting requirements.

This position reports to the Project Manager and is a non-ongoing full-time role.

OUR IDEAL CANDIDATE

Our ideal candidate will have exceptional project management, administrative, planning, organisational, time management, communication and attention to detail capabilities to manage and coordinate conflicting priorities and deliver results to a high standard within deadlines.

You will have the ability to draft well-structured, clear and accurate reports, business correspondence, and proposals. You will have a proven ability to follow proper financial procedures, policies and guidelines, including the ability to interpret and evaluate information and improve business processes.

You will interact professionally with staff of all levels, with a demonstrated ability to achieve outcomes, find solutions, foster collaborative and productive working relationships with internal and external stakeholders. You have sound judgement, and handle matters with the highest degree of professionalism.

You will have highly developed time management skills and the ability to liaise with a wide and complex stakeholder group across all parts of the country.

Discretion, good judgement and the ability to prioritise are crucial in this role, while working to deadlines, remaining calm, good natured and acting in a professional manner at all times.

You will be proficient in the use of the Microsoft Office suites of applications and the ability to learn and adapt to new and emerging technologies and systems.

WHAT WILL YOU DO – DUTY STATEMENT

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

- Provide professional business support activities working with a senior executive and manage their office including:
 - supporting the Project Manager including gathering and understanding complex information in order to deliver advice
 - taking the lead in the management of the relationships with partner institutions, to deliver, direct or source advice and support to enable them to participate in Sharing the national collection
 - managing the pipeline of expressions of interest for Sharing the national collection
 - assisting with budget management including variance reporting, credit card acquittals and procurement and financial management tasks
 - proactively monitor deadlines, triage work and forward plan commitments and
 - ensure that papers and meeting materials are developed and shared in a timely manner.

- Liaise directly with senior executives, internal and external stakeholders to draft and prepare briefs, reports and other correspondence on behalf of the project
- Liaise with senior managers on issues relating to the delivery of the project and administration of the project team
- Build strong working relationships and rapport with the senior leadership group and key stakeholders and represent the National Gallery with professionalism, integrity and tact
- Use a variety of systems and information resources.
- Develop and deliver highly efficient planning processes in support of the objectives, priorities and deadlines of the senior executives, applying initiative and problem-solving skills
- Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion

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 understand and **support the strategic direction** of the National Gallery through support of the National Gallery's vision, mission 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 supervisors to **achieve quality results**.
- **Display personal drive and integrity** committing to action and taking personal responsibility for meeting objectives and progressing work.
- 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.

Further, 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.

Please be advised that as part of our recruitment process, you may be required to undergo psychometric testing.

To apply for this role please forward your application to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check

Role specific mandatory qualifications certification and/or registrations include:

- Experience within the cultural sector, especially within regional areas, will be highly regarded.
- Experience within a project team, liaising with external stakeholders, will be highly regarded.

Contact

Further information about the position may be obtained by contacting Jennifer Barrett on +61 2 6240 6417 or jennifer.barrett@nga.gov.au.

The Recruitment Advisor may also be contacted on +61 2 6240 6495 or recruitment@nga.gov.au.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.