



Position title	Enterprise Project Management Officer
National Gallery level	NGA Level 6
Position number	Position No. 3014
Employment type	Ongoing – Full-time (flexible work available)
Department	Enterprise Project Management Office (EPMO)
Portfolio	Chief Operating Officer (COO)
Immediate supervisor	EPMO 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**

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

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- our artistic program and
- 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.

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 will see you:

- 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 Enterprise Project Management Office, Manager (EPMO Manager) and is responsible for providing guidance, support and oversight to all projects in delivery across the National Gallery. This position of EPMO Officer is an ongoing full-time role with the EPMO team.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have:

1. Prior experience as a Project Manager, Change Manager or working in a Project Management Office or project team.
2. A structured approach to problem solving, who can develop, understand and articulate a range of project concepts and processes.
3. Strong written and oral communication skills with the ability to adapt messages to different audiences and influence stakeholders, including presentation and visualisation of information and reports.
4. Proven ability to foster engagement, build and maintain strong working relationships with stakeholders.
5. Self-motivation, professionalism and taking responsibility to set and manage competing priorities and deliver quality outcomes to tight deadlines.
6. Experience in project reporting and management of business processes and data would be advantageous.

## **WHAT WILL YOU DO?**

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

1. Support the management of the Project Management Framework and associated processes, reporting, documents, tools, and templates.
2. Provide guidance and support to the Head of EPMO and the Gallery's project management resources, driving standard project delivery practices.
3. Coordinate and support program prioritisation and project initiation / pipeline management tools and processes.
4. Contribute to developing a master Gallery schedule and develop tools and approaches to identify conflicts and options for resolution.
5. Coordinate the development of a Project Management capability plan and roadmap to enhance overall capability.
6. 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 appropriate **qualifications and experience** working on projects or within project management office functions, with experience across any/all of the following project types - technology, artistic, construction, and/or business projects.
2. Have the ability to work with limited direction within the context and boundaries of EPMO scope in order to **achieve results / outcomes**, often working with competing / changing priorities and concurrent deadlines.
3. Have the ability to build and **sustain productive working relationships** with a range of stakeholders, and project resources across all parts of the Gallery.
4. Be able to **Harnesses information and opportunities** to support accurate and continuous improvement of EPMO tools, advice and reporting that address the Gallery's challenges.
5. Have the ability **to act with integrity**, showing accountability, judgement and professionalism, operating within the boundaries of organisational processes and legal and public policy constraints.
6. Have the ability to **communicate with influence** both verbally and in writing, able to tell a story with data and discuss project issues 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.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## ADDITIONAL INFORMATION

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

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

Prior experience in the arts sector is desirable but not essential, and the role will suit someone with a broad range of project experience – potentially across multiple sectors or ex-consultant-type delivery roles.

Experience in any/ all of the following is also 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.

**Contact**

Further information about the position may be obtained by contacting Zoe Bennett on +61 2 6240 6421 or [zoe.bennett@nga.gov.au](mailto:zoe.bennett@nga.gov.au).