



Position title	Head of Estate Management
National Gallery level	NGA Executive Level 2
Position number	Position No. TBC
Employment type	Ongoing – Full-time
Department	Estate Management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Project Director Capital Works Taskforce
Direct reports	Multiple
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

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.

Position description – Head of Estate Management

OVERVIEW OF THE ROLE

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

- asset management planning
- strategic projects
- capital works
- facility management
- security services

and is committed to meeting the National Gallery's targets against our:

- Environmental Sustainability Action Plan (for which the portfolio is the lead)
- Reconciliation Action Plan
- Disability Inclusion Action Plan
- Gender Equity Action Plan

The role of Head of Estate Management is an exciting opportunity to lead asset management and maintenance of an architecturally iconic, and technologically sophisticated National Cultural institution with responsibility for care of infrastructure assets and protection of art works in the national collection valued at over \$6.8 billion.

Under the capital works taskforce, the National Gallery is delivering a once-in-a generation asset renewal program with capital works initiatives over \$100 million underway and a funding pipeline to contemporise facilities and implement new asset management systems.

The Head of Estate Management will work closely with the Head of Capital Works to oversee a whole-of-life asset management framework. Leading a technical inhouse team and external suppliers, the role provides direction to the estate management department, comprised of building services and security. The role provides expertise and leadership on delivering sustainability innovations and technology to achieve government's Net Zero by 2030 policy.

This position reports to the Project Director, Capital Works Taskforce and is responsible for the management of the Estate Management Department. Salary is negotiable and is subject to qualifications and experience, this role also requires someone who can be on call and work outside of the normal 9-5, Monday to Friday, on occasion. This position of Head of Estate Management is an ongoing full-time role.

OUR IDEAL CANDIDATE

As the ideal candidate, you are a skilled and highly motivated team leader with an ability to foster a culture of continuous improvement. You are willing to embrace change to promote contemporary ways of working and approaches to asset management. You have the ability to develop and maintain a strategic and operational framework to ensure the safe, compliant and effective delivery of services relating to facilities management in a heritage building to international museum standards.

The Head of Estate Management has a high level of expertise in facility management and maintenance and is experienced in managing a team of inhouse technical staff and external suppliers. You have a deep commitment to embedding sustainability practices into business as usual, with a focus on reducing carbon emissions through data driven and evidence-based decisions.

Reporting to the Project Director Capital Works Taskforce, you have the necessary skills and motivation to develop and maintain long term strategies, and policies and procedures to ensure the ongoing operations of facilities, regularly reviewing and auditing projects and practices to identify business improvement opportunities.

Our ideal candidate is a strong collaborator and communicator, able to represent the National Gallery at relevant forums including high level meetings and negotiations. You monitor industry developments and seek to implement best practice processes in facility management. You have a passion for aiming high to achieve or exceed objective measures and key performance indicators agreed for the management of National Gallery

estate. This is a fantastic opportunity suited to someone looking to advance their career as a facilities management professional.

WHAT WILL YOU DO?

In accordance with the APS Executive Level 2 work level standards, you will:

1. Lead, inspire and mentor a team of staff and suppliers to achieve and exceed all estate management outcomes to the required time, budget and quality targets.
2. Champion innovation and business improvements to drive reductions in carbon emissions for the agency including leading implementation of the Energy Management Plan and championing the Environmental Sustainability Action Plan to help achieve Net Zero by 2030.
3. As the asset custodian, work collaboratively with the Head of Capital Works to inform and support delivery of the capital works program including development of user specification briefs, input and review of key design milestones and oversight of testing, commissioning and building tuning activities.
4. Manage all operational aspects of the team including the coordination and management of workflow, resource management, development and implementation of systems and processes that ensure accountability, innovation and continuous improvement.
5. Prepare high quality reports, briefings, business cases and other documents on behalf of the National Gallery Council, the Director, and the Portfolio Director as required.
6. Review, develop, interpret and apply policy and procedures that support the Gallery.
7. Act on behalf of the Gallery to provide sound advice and direction on procurement, strategic infrastructure issues and policies, and their implications in estate management planning, implementation and delivery.
8. Develop and maintain strong collaborative relationships, both within the Gallery and outside, to represent, advocate and negotiate for the best outcomes for the agency.
9. Manage risk, report on issues and ensure that the Portfolio Director is briefed appropriately, especially on areas of increasing risk.
10. Adhere to the Public Governance, Performance and Accountability Act 2013 and the National Gallery Act 1975 including understanding the application of planning and development requirements in the parliamentary triangle and the ACT, the design process, contractual requirements, program control, cost control, alternative delivery methods, and statutory requirements.

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. **Shape strategic thinking** by translating strategies into operational goals and creates a shared sense of purpose within the business unit. Engages others in the strategic direction of the work area, encourages their contribution and communicates expected outcomes.
2. Evaluates ongoing project performance and identifies critical success factors to **achieve results**. Instigates continuous improvement activities. Responds flexibly to changing demands. Builds teams with complementary skills and allocates resources in a manner that delivers results.
3. **Cultivates productive working relationships** with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

4. **Exemplifies personal drive and integrity** by taking responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.
5. Confidently presents messages in a clear, concise and articulate manner to **communicate with influence**. Translates information for others, focusing on key points and using appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures 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.

ADDITIONAL INFORMATION - 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 ability to obtain)
- asbestos awareness certificate (or ability to obtain)
- Valid Class C licence (or ability to obtain)
- Relevant qualifications in facilities management or equivalent experience is essential.

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 6527 or nichole.tyrie@nga.gov.au.