



Position title	Executive Project Officer
National Gallery level	NGA Level 6
Position number	Position No. 0133
Employment type	Ongoing, Full-time
Portfolio	Directorate
Immediate supervisor	Executive Manager, Directorate
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Probation

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 encouraged 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

Do you have strong organisational skills and an ability to build effective working relationships to achieve positive outcomes? Do you thrive in a fast-paced environment and enjoy a challenge?

This is an ideal opportunity to work as part of the Directorate supporting priority projects and providing high level executive support to the Director (agency head). You will be given the opportunity to positively contribute to business improvement process that will elevate the executive support of the Director and shape the future of the National Gallery.

In this role you will support the Curatorial and Private Giving departments in the administration, coordination and management of projects and reporting. You will work with stakeholders to understand their requirements and concerns in order to support them in meeting business requirements and objectives.

This position reports to the Executive Manager and is responsible for priority projects and providing a high level of support for our senior management team. This position of executive project officer is an ongoing full-time role with the Directorate Portfolio.

OUR IDEAL CANDIDATE

Our ideal candidate is highly motivated and accountable, with the ability to work autonomously, preferably with previous experience in the visual arts sector.

You will have a high level of organisational skills that enable you to manage competing priorities with attention to detail. You have excellent verbal and written communication skills with experience in handling a wide range of enquiries, while providing excellent client services.

Building and sustaining key working relations with internal and external stakeholders will be made easy with your outstanding networking skills. Your understanding of effective project management, ability to work across, and bring together, stakeholders will ensure successful outcomes.

You will exercise good judgement, demonstrate initiative and have a focus on continuous improvements across the Gallery.

WHAT WILL YOU DO?

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

- Provide pro-active, high level confidential administrative and operational support to the Directorate, Curatorial and Foundation and Private Giving departments
- Identify, develop, implement and maintain strategies, structures and systems to ensure the provision of effective and efficient support to the Director and Directorate are provided
- Oversee project planning activities, coordinate project performance and report on project progress for Curatorial and Foundation and Private Giving portfolios
- Research, analyse, prepare and coordinate briefing notes, reports and requests
- Oversee and coordinate the Foundation and Private Giving review and develop action plans.

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 **effective stakeholder engagement skills** to partner with senior managers, line areas, and other stakeholders to support and deliver outcomes for the Directorate and National Gallery.
2. Have the ability to **communicate with influence**, including actively listening and clearly articulating your message in oral and written forms, so as to provide a high-quality timely project delivery.
3. Have experience in managing your workload and competing priorities to **achieve results**, often working with tight timeframes and within an ever-changing environment.

4. Have the ability to **act with integrity**, showing judgement and professionalism in providing advice and support to internal and external stakeholders. You can communicate messages clearly, concisely, focusing on key points and use unambiguous language.
5. Be versatile, flexible, and creative in **aligning your work with the strategic priorities** and values of the National Gallery.

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,
- Probation and
- satisfy a police check.

Work, Health & Safety Obligations

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 Helen Gee on +61 2 6240 6590 or helen.gee@nga.gov.au.