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Position title	Senior Human Resources Advisor
National Gallery level	NGA Level 6
Position number	Position No. 1104
Employment type	Ongoing/ Non-ongoing – Full-time
Department	Human Resources
Portfolio	Business Enabling Services
Immediate supervisor	Manager, People Strategy
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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### **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.

## OVERVIEW OF THE ROLE

The National Gallery is seeking an experienced human resource (HR) professional to join our small HR team to support the delivery of the National Gallery's employment framework. The role will be an integral part of the HR team and will be provided with the opportunity to contribute their expertise to best practices, policies and processes that will positively shape the future of National Gallery.

This position reports to the Manager of People Strategy and will contribute to the strategic direction of the HR team. This position of Senior Human Resources Advisor is an ongoing role that will be filled as full-time.

## OUR IDEAL CANDIDATE

Our ideal candidate will be a self-starter, team player and someone with an eye for detail, who has the drive to make things happen to ensure tasks are delivered to a high standard.

You will demonstrate the highest ethical standards and integrity in all that you do. You will have the knowledge and ability to apply relevant legislation, policy and best practice to deliver high quality outcomes. Sound analytical and judgement capabilities are essential, and you will use them to contribute to the strategic direction of the HR team.

You are client-focused and have excellent relationship management skills, applying good judgement and compassion to sensitive matters at all levels of the Gallery.

Your organisational skills, sound oral and written communication skills, ability to prioritise and attention to detail will ensure you can operate in our fast-paced and ever-changing environment at the Gallery.

Existing experience and/or qualifications in HR or another relevant field will be to your advantage.

## WHAT WILL YOU DO?

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

- Deliver accurate, timely and insightful advice to employees, managers and senior executives regarding the National Gallery's employment framework in respect of employment legislation and policy.
- Draft, review and implement employment policy, procedure, guidelines and related software and systems.
- Support and contribute to Enterprise Bargaining activities.
- Manage employee consultation including Secretariat functions for the Gallery Consultative Committee and engagement with unions.
- Support, update and implement the National Gallery's performance framework activities.

## 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:

- **Effective stakeholder engagement skills** to partner with line areas and translate business requirements into HR strategies as well as work collaboratively across teams.
- The ability to **communicate with influence**, including listening actively and clearly articulating your message in oral and written forms, to provide a high-quality client service experience. Experience in managing your workload to **achieve results**, often working with tight timeframes and competing priorities.
- The ability to **act with integrity**, showing judgement and professionalism.
- Versatility, flexibility and creativity in **aligning your work with the strategic priorities** 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](mailto:recruitment@nga.gov.au).

## ADDITIONAL INFORMATION

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:

- Tertiary qualifications and/or equivalent experience in Human Resources or related field would be advantageous

## 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 Fiona Torline on +61 2 6240 6625 or [fiona.torline@nga.gov.au](mailto:fiona.torline@nga.gov.au).