



Position title	Facilities Planning Officer
National Gallery level	NGA Level 6
Position number	Position No. 1332
Employment type	Ongoing/ non-ongoing - Full-time - 3-year contract
Department	Facility Management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Manager, Building Services
Direct reports	Facilities Officer
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

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 of Australia facilities. The portfolio has responsibility for:

- Strategic Asset Management Planning
- Strategic Projects
- Capital Works
- Facility Management,
- Security Services,
- Exhibition support

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

- Reconciliation Action Plan
- Disability Inclusion Action Plan,
- Gender Equity Action Plan, and
- Environmental Sustainability Action Plan for which the portfolio is the lead in delivery.

The Facilities Planner officer will work with a small inhouse dedicated team with the support of specialist contractors that will enable the organisation to achieve its core goals of displaying, preserving and protecting the national collection, along with providing a safe and welcoming environment for both our staff and visitors.

The role requires an experienced, and motivated Facilities Planning Officer who has proven ability to motivate others and promote a culture of continuous improvement. Reporting to the Manager, Building Services this position is responsible for managing the entirety, or a component of, the Gallery's computerised maintenance management system (CMMS) and the processes related to the creation and maintenance of the information and provision of access to the information as needed.

The Facilities Planning Officer is responsible for the management of the electronic and physical CMMS holding asset information on the Gallery's building fabric, infrastructure, plant, equipment, and grounds. The CMMS also includes management of the documentation and tools associated with controlling access to view or update the asset information held in the CMMS and will work closely with the Facilities team and the Capital Works Program by ensuring existing, new and retired assets are updated with the CMMS and aligns with the Gallery's Strategic Asset Management Plan.

OUR IDEAL CANDIDATE

Our ideal candidate will have the ability to effectively apply their technical, administrative and supervisory skills to this position.

You will be able to demonstrate and provide specialised advice including anticipating problems and contributing to resolving any issues that arise.

You will be able to demonstrate your experience in the development of building and maintaining the strategic planning and direction for this team. You will also be able to demonstrate your in-depth experience in asset risk identification, analysis, and identification of appropriate maintenance strategies.

You will be able to analyse, identify and coordinate condition monitoring programs, life cycle costs and prepare optimal maintenance plans, and you will also have experience in preparation of financial models for asset maintenance.

Having experience in operating a computerised maintenance management system will be to your advantage.

To be successful in this role you will be able to demonstrate your high level of oral and written communication skills including the ability to prepare technical and business-related reports.

You are a team player and will contribute to the overall objectives of the Gallery.

You will also have in depth negotiation and analytical skills and be able to undertake complex research, analysis, integration, and evaluation of technical information.

You are a team player, have exceptional collaboration skills and be passionate about infrastructure asset management to contribute to the overall objectives of the National Gallery.

WHAT WILL YOU DO?

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

- Oversee the Strategic Asset Management Plan to identify future projects including the procurement of feasibility studies to inform budget bids and prioritisation of future asset replacement and upgrade works.
- Develop maintenance strategies and long-term maintenance plans for building assets at the National Gallery's Hume and Parkes sites.
- Identify risks associated with building assets, analyse these risks, and develop strategic maintenance/engineering responses. Provide advice to Building Manager in relation to long-term strategic maintenance plans.
- Develop condition-monitoring programs, review outcomes and optimise long-term maintenance plans based on the analysis.
- Provide reasonable training and support for users of the computerized maintenance management system.
- Monitor relevant statutory codes, regulations and safety instructions and ensure standard work procedures comply with any updates, and
- Produce accurate and timely reports and information as required.

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 the ability to **align your work with the strategic priorities** of the Gallery, inspiring a sense of purpose and direction with project stakeholders.
2. Have experience in managing your own and your team's workload to **achieve results**, often working with tight timeframes and competing priorities.
3. Be able to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships between audiences, partners, and other stakeholders.
4. Be versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
5. **Act with integrity** at all times, showing judgement and professionalism in all that you do.

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, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in a building trade or facilities management qualifications or equivalent experience is essential.
- A white card (or the ability to obtain)
- Asbestos awareness certificate (or the ability to obtain)
- A valid class C licence (or the ability to obtain)

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 Greg Ible on +61 2 6240 6469 or greg.ible@nga.gov.au.