



Position title	Project Manager, Sharing the national collection
National Gallery level	NGA Executive Level 2
Position number	Position No. 8220
Employment type	Non-ongoing – Full-time
Portfolio	Directorate
Immediate supervisor	Project Director, Special Projects
Direct reports	Partnership Support Officer Administrative Coordinator
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.

Sharing the National Collection presents a significant opportunity for the National Gallery, including considerable and sustained expansion of its reach, deepened engagement with the collection, establishing a strong and extensive national partnership network and the creation of a blueprint to share other material held by collecting institutions across the nation.

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 –Partnership Support Officer (8220)

OVERVIEW OF THE ROLE

We are looking for a project manager who has experience within the cultural sector to ensure that the project is executed effectively and efficiently.

This position reports to the Projects Director and is responsible for translating the project concept into operational reality and managing the day-to-day running of the initiative. This position of Project Manager, sharing the collection is a non-ongoing full-time role with the Special Projects team.

OUR IDEAL CANDIDATE

Our ideal candidate is a program and project management expert with a proven track record of success in the delivery and development of complex, nuanced initiatives within the cultural sector. You have an ability to grasp and synthesize project information and the nomenclature of an art museum and apply best practice program and project management methodologies while working in a flexible manner.

You are sensitive in managing change but confident enough to challenge functional advice when needed. You are an excellent communicator, report writer and proficient presenter.

You will have a proven ability to play a leadership role, within your team and the wider organization, with the ability to engage, mentor, coach and effectively transfer expertise to others. You have extensive skills in stakeholder management and have experience coordinating the implementation of complex, cross functional projects.

You have strong self-management abilities, are able to act autonomously and collaborate effectively when needed. You are creative and imaginative in your ability to find solutions and can understand conceptual information and translate this into practical processes and drive intended outcomes.

WHAT WILL YOU DO?

In accordance with Executive Level 2 work level standards, you will be reporting to the Projects Director and will have the following key responsibilities:

1. Build and implement Sharing the national collection as an initiative and a team, including the creation and/or adaptation of requisite processes, plans, reports, templates and associated duties.
2. Use and manage an operating model including project and program governance and delivery frameworks, relevant tools, standards and methodologies, in order to monitor the successful delivery of Sharing the national collection.
3. Provide leadership to the project management team and support, guidance and feedback to team members across the Gallery who are involved in enabling and delivering the project in order to drive delivery.
4. Define, implement, and maintain appropriate program prioritisation and sequencing frameworks and methods.
5. Provide advice to the Project Director, Senior Management Group and Director.
6. Maintain a program roadmap and critically review program and project progress, interdependencies and risks.
7. Provide management with reporting and insights for decision making, including tracking deliverables and benefit realisation.
8. Identify risks and facilitate informed and collaborative risk management decisions.
9. Develop and implement an effective and efficient approach for managing the program and project pipeline whilst balancing scarce project resources.
10. Resolve escalated issues that may occur within the Gallery and/or external partners/stakeholders.

11. Collate financial data into program/ project Council/Steering Committee packs, and other program reporting as needed.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop, the following:

1. Personal credibility as a skilled leader who is able to **align your work with the strategic priorities** of the National Gallery, inspiring a sense of purpose and direction in your team.
2. Experience in managing your own and your team's workload to **achieve results**, often working with tight timeframes and competing priorities.
3. The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships between audiences, partners and other stakeholders.
4. A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
5. The ability to **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:

- Degree in Business Administration, or a related field, and/or
- PMP, Prince2 (or other) certification.
- At least 10 years' experience as a Senior Project Manager, Program Manager or PMO Manager.

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 Jennifer Barrett on +61 2 6240 6417 or jennifer.barrett@nga.gov.au.

The Recruitment Advisor may also be contacted on +61 2 6240 6495 or recruitment@nga.gov.au.