



Position title	Administration Coordinator
National Gallery level	NGA Level 5
Position number	Position No. 8222
Employment type	Non-ongoing – Full-time
Portfolio	Directorate
Immediate supervisor	Project Manager
Direct reports	N/A
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 is a landmark initiative for the National Gallery. It represents an elevation of one of the country's leading art institution brands and a significant expansion of the reach of visual art across regional, remote and suburban Australia. Being part of this project team is a significant opportunity to engage with cultural institution partners across the country and be a part of a noteworthy chapter in the art history of 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.

OVERVIEW OF THE ROLE

This position is responsible for providing administrative and project support to the Sharing the National Collection project team.

This role is highly valued, supporting the Project Manager and Project Director with a large range of administrative duties including calendar management, information gathering and coordination, desktop research, data entry, communication drafting, and reporting requirements.

You must be able to work confidently under limited direction, have strong interpersonal skills to professionally interact with a range of internal and external clients and use initiative, judgement and discretion in our creative work environment.

Strong communication skills and attention to detail are key in this role, as is the ability to anticipate requirements and problem solve, remain calm and demonstrate a high degree of flexibility in meeting and delivering on competing demands.

This position reports to the Project Manager. The Administrative Coordinator role is a non-ongoing full-time.

OUR IDEAL CANDIDATE

Our ideal candidate will have exceptional administrative, planning, organizational, time management and attention to detail skills to manage and coordinate conflicting priorities and deliver results to a high standard within deadlines.

You will have highly developed written communication skills and the ability to draft well-structured, clear and accurate reports, business correspondence, and proposals. You will have proven ability to follow proper financial procedures, policies and guidelines, including the ability to interpret and evaluate information and improve business processes.

You will be proactive and energetic and capable of identifying critical tasks and emerging priorities. You will communicate effectively and interact professionally with people of all levels and backgrounds, with a demonstrated ability to foster collaborative and productive working relationships with internal and external stakeholders. You have sound judgement, and handle matters with the highest degree of professionalism.

Discretion, good judgement and a demonstrated level of cultural competency are essential to this role.

You will be proficient in the use of the Microsoft Office suites of applications and the ability to learn and adapt to new and emerging technologies and systems.

WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

- Provide professional support and manage the project team including:
 - diary management, arranging briefings, events and anticipating and managing competing commitments.
 - records maintenance and filing
 - minute taking and overseeing delivery of agreed actions
 - managing travel arrangements
 - data entry and extraction from the CRM
 - assisting with budget management including variance reporting, credit card acquittals and less complex procurement and financial management tasks

- proactively monitor deadlines, triage work and forward plan commitments and
- ensuring that papers and meeting materials are accurate and available in a timely manner.
- Liaise directly with the Project Manager and Project Director, internal and external stakeholders to draft and prepare briefs, reports and other correspondence.
- Generate and compile reports and run data queries utilising the Tessitura system to support the Gallery's reporting and data-driven decision making across the organisation.
- Liaise with senior managers on issues relating to the delivery of special projects and administration.
- Build strong working relationships and rapport with the senior leadership group and key stakeholders and represent the National Gallery with professionalism, integrity and tact.
- Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.
- Work closely with your colleagues or equivalents to ensure a coordinated approach to supporting the Senior Management Group

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:

- **Take responsibility for managing work projects to achieve results** using your organisational and time management skills, you will see tasks through to completion and work within agreed priorities. You are committed to achieving quality outcomes and will adhere to documentation procedures and seek guidance when required.
- Have the ability to understand and **support the strategic direction** of the National Gallery through support of the Gallery's vision, mission and corporate plan.
- Identify problems **showing judgement, intelligence and common-sense** in working to resolve them in a timely manner including implementation of improved work practices.
- Manage your workload, often with competing priorities, seeing projects through to completion, adhering to procedures and seeking feedback from your supervisors to **achieve quality results**.
- **Display personal drive and integrity** committing to action and taking personal responsibility for meeting objectives and progressing work.
- **Communicate clearly** and confidently and present messages in a clear, concise manner. You will focus on key points and use appropriate language. Also, you will structure all written and oral communication to ensure clarity.
- Through your professional conduct build and sustain **positive relationships** with both internal and external stakeholders.
- **Listen to, understand and recognise the needs of others** by actively listening to colleagues, share information and ensure others are kept informed of issues. You will work collaboratively and operate as an effective team member in all that you do.
- **Promote and adopt a positive and balanced approach to your work** by focusing on achieving objectives even in difficult circumstances. You will remain positive and respond to pressure in a calm and professional manner.

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 qualifications certification and/or registrations include:

- Experience in Tessitura will be to your advantage.

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.