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| Position title | Head of Human Resources |
| National Gallery level | Executive Level 2 |
| Position number | 0106 |
| Employment type | Ongoing |
| Department | Human Resources |
| Portfolio | COO Portfolio |
| Immediate supervisor | Chief Operating Officer |
| Direct reports | Manager, Workplace Relations and HR Project, Manager, HR Operations Manager, WHS, Reporting and Learning |
| 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. 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.

Position description – Head of Human Resources (PN 0106)

OVERVIEW OF THE ROLE

The National Gallery is seeking an experienced human resource (HR) professional to join our small HR team to lead and manage a broad range of human resources activities and functions. The Head of Human Resources is a trusted advisor to the Senior Executive and the National Gallery Council providing strategic, professional client-focused services in all aspects of the HR function. As the leader of the HR the team in a small agency, you will have the opportunity to contribute your strong HR expertise to practices, policies and processes that will positively shape the future of National Gallery by undertaking transformational change and developing strategies to deliver a high performing and sustainable work force.

This position is an ongoing, full-time role and reports to the Chief Operating Officer in the COO Portfolio.

OUR IDEAL CANDIDATE

Our ideal candidate will be an experienced HR generalist with a background in providing strategic and operational advice in the areas of workplace relations, workforce planning, work health and safety (WHS), recruitment, payroll and people-focused strategies. You will also have strong expertise in dealing with sensitive and complex people matters.

You must operate to the highest ethical standards, demonstrating integrity in all that you do. You will have the knowledge and ability to apply relevant legislation and policy but the flexibility to tailor it to the National Gallery's unique operating environment so as to deliver high quality outcomes for the organisation and its workforce. Sound analytical and judgement capabilities are essential and you will use them to contribute to the strategic direction of the National Gallery and the HR team.

You will be experienced in leading teams with a focus on mentoring and development. You will also lead with a positive attitude and create an environment where everyone can utilise expertise and strengths, have meaningful work and enjoy the team environment.

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

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

WHAT WILL YOU DO?

In accordance with the EL2 work level standards, you will:

1. Provide leadership and support, with a focus on continuous improvement and development, to the HR team and across the Gallery.
2. Manage, deliver and provide expert, solutions-focused, legislatively compliant and contemporary HR advice on a range of HR functions including:
 - work health and safety (WHS), including rehabilitation and case management and driving a safety culture across the Gallery's unique operating environment
 - workplace relations, including the negotiation of a new Enterprise Agreement
 - recruitment and retention strategies
 - learning and development
 - workforce planning and analytics, and
 - payroll services for National Gallery employees and members of Council.
3. Support, develop, and lead the implementation of best practice HR policies, processes and systems.
4. Provide expert, evidence based, legislatively compliant, and accurate HR advice and reports to the Senior Executive and the National Gallery Council and provide insightful analysis to support decision making.

5. Undertake continuous improvement project work to develop best-practice people-related initiatives and National Gallery-tailored guidance materials for employees and managers.

WHO ARE WE LOOKING FOR ?

We are seeking candidates who are outcomes driven, accountable and have strong experience and expertise in contemporary HR practices. To be successful in this role, you will need to demonstrate, or have the potential to develop, the following:

1. **The ability to inspire a sense of purpose and direction** using your effective stakeholder engagement skills to partner with the Senior Executive and line areas to translate business requirements into best practice HR strategies and outcomes as you work collaboratively across teams.
2. The ability to **communicate with influence and negotiate persuasively**, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high quality client service experience.
3. Experience in managing your and your team's workload to **achieve results**, with a focus on continuous evaluation and improvement, often working with tight timeframes and competing priorities.
4. The ability to **act with integrity**, showing excellent judgement and professionalism in all that you do.
5. 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 **one-page** pitch that outlines why you are the ideal candidate for this role (i.e. statement that outlines your skills, capabilities and experience, against the 'Our ideal candidate' and 'Who are we looking for?' information above).

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 Australian Citizenship, and
- satisfy a police check.

Qualifications in Human Resources, Industrial Relations, Organisational Development and/or Business management (or equivalent breadth of experience in similar roles) are desirable. Experience working in the APS/public sector will also be an advantage.

CONTACT

Further information about the position may be obtained by contacting Zoe Bennett on +61 2 6240 6421 or zoe.bennett@nga.gov.au.