



Position title	Business Analyst (Human Resources Information Management Systems)
National Gallery level	Executive Level 1
Position number	NEW
Employment type	Full time non-ongoing
Department	Human Resources
Portfolio	Chief Operating Officer
Immediate supervisor	Head of HR
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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 Boldness, Integrity, Respect, and Excellence.

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 National 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.

WHAT YOU WILL GAIN FROM THE EXPERIENCE

This is an opportunity to work in a role that leads HRIMS innovation and design, through interpreting the Gallery's business needs into clear and actionable requirements for the improvement of our existing onboarding and recruitment IT solution.

The National Gallery HR team is dedicated to ensuring a collaborative, fun and supportive culture at work. As a small team we have a focus on cross skilling and development.

This role reports to the Head of HR and is available for up to twelve-month opportunity which may become permanent.

OUR IDEAL CANDIDATE

Our ideal candidate will be a motivated and experienced business analyst who will be responsible for defining, leading and delivering a new integrated recruitment and onboarding solution through the National Gallery's Human Resources Management Information Systems (HRIMS), Aurion. Key duties include:

- Leading the planning and implementation of business analysis activities to meet the needs of the National Gallery, including understanding user requirements, mapping end to end workflows, establishment of guidelines, standard processes and templates for documentation, submissions, recommendations and project initiation documentation.
- Determine and document project requirements, objectives and measures of success and to gain agreement to these by stakeholders.
- Negotiate, engage and manage relationships with internal and external stakeholders to deliver system improvements and enhancements.
- Exceptional relationship building skills and an ability to collaborate and work with various stakeholders at all levels.
- An enthusiasm for working in a small and dynamic team.

WHO ARE WE LOOKING FOR?

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

- Detailed understanding of HRMIS systems, more specifically onboarding, recruitment and payroll modules. Experience in Aurion is highly desirable.
- Ability to understand and apply policy and technical concepts to IT solution design, development, and subsequent implementation activities.
- Project management skills to manage the end-to-end lifecycle of system module implementation.
- Workshop facilitation, able to listen, understand and adapt to audiences and their changing requirements.
- A love of continuous improvement
- Experience in managing work projects to achieve results
- A positive and balanced approach to work
- Develop and maintain documentation including system administration manuals and training material.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of 400 words 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.

Please call Terri on 02 6240 6449 for more information on the role.

To apply for this role please forward your application to recruitment@nga.gov.au

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

To be eligible for this role you **must**

- hold an Australian Citizenship, and
- satisfy a police check.

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