



Position title	Governance, Compliance and Risk Manager (Infrastructure and Capital Works)
National Gallery level	EL1
Position number	NEW
Employment type	Non-ongoing 3 years/Ongoing – Full-time
Department	Capital Works
Portfolio	Building Services and Infrastructure
Immediate supervisor	Project Director, Capital Works Taskforce
Direct reports	May manage a small team
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 are 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 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.

OVERVIEW OF THE ROLE

Do you thrive in a high-tempo team environment and enjoy a challenge? Are you passionate about the arts and cultural institutions and have a deep understanding of infrastructure and capital works delivery success? Do you have strong organisational skills and an ability to build effective working relationships to achieve positive outcomes? Then we want to hear from you!

In this role you will support the Building Services and Infrastructure Portfolio with a focus on capital works delivery in the coordination and management of a project management office focussing on governance and reporting, quality assurance and risk management processes.

OUR IDEAL CANDIDATE

Our ideal candidate will have exceptional project management, governance and compliance and administrative skills with attention to detail that ensures the team can deliver results to a high standard within deadlines.

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

You will be able to oversee and manage a capital works project management office supporting a team of professionals to ensure complex capital works projects are delivered in accordance with quality plan requirements.

You will be proactive, energetic and capable of identifying critical tasks and emerging work priorities and risks with the ability to manage these tasks into your workflow. You will interact professionally with staff of all levels, with a demonstrated ability to foster collaboration and high performance across teams and with stakeholders.

You have sound judgement, great organisational and time management skills which will assist you to manage matters with the highest degree of professionalism, integrity and tact.

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

WHAT WILL YOU DO?

In accordance with the EL1 work level standards, you will have the following key responsibilities:

- Operate as a member of the Building Services and Infrastructure portfolio leadership team, fostering partnerships and collaboration across the team to achieve quality results.
- Provide proactive, high-level support across a range of governance, compliance and reporting activities, ensuring a focus on safety, environment, quality and timeliness.
- Manage and coordinate the application of a capital works project quality framework using best practice management. This includes motivating a team of infrastructure professionals to apply the framework for excellence in the delivery of complex infrastructure projects.
- Identify, develop, implement, and maintain project management strategies, structures and systems to ensure the provision of effective and efficient support to the portfolio.
- Analysing documentation and information to identify current and emerging risks across the portfolio and programs of work, enable collaboration with stakeholders to identify solutions and ensure timely reporting/briefing of those risks.
- Undertake planning, scheduling, management of approvals and maintaining relationships to ensure that deadlines are met, the highest quality is maintained, and clarity is communicated.
- Research, analyse and prepare comprehensive, well analysed and evidenced based papers, briefings, advice and reports in accordance with established frameworks, legislation, and policies and procedures.

WHO ARE WE LOOKING FOR?

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

The ability to **align your work with the strategic priorities** of the National Gallery, inspiring a sense of purpose and direction with project stakeholders.

Provide specialist assistance to the team to **achieve results**, often working with tight timeframes and competing priorities.

The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience.

A versatile, flexible and creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.

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.

As part of your application process, we ask that you also complete the personal particulars form as well.

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**

- Be an Australian Citizenship
- Working with Vulnerable People Card (or the ability to obtain) and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Qualification in Project Management or demonstrated experience managing infrastructure or related projects.

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.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Sophie Gray on +61 427 404 416 or Sophie.Gray@nga.gov.au.