



Position title	Manager, First Nations Engagement (Identified Position/Affirmative measure)
National Gallery level	Executive Level 1
Position number	NEW
Employment type	Ongoing - Full-time (flexible work available)
Department	Governance
Portfolio	Chief Operating Officer
Immediate supervisor	Head of Governance
Direct reports	Nil
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check (or be willing to obtain) Australian Government Baseline (minimum) Security Clearance (or be willing to obtain)

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 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

The National Gallery is seeking an experienced leader in First Nations engagement with a strong track record of delivering outcomes. Working closely with the National Gallery's First Nations staffing body, this role advances and champions First Nations perspectives across the National Gallery by providing advice, delivering key projects and guiding implementation of others and coordinating engagement with community. This role plays an active part in the RAP Working Group and supports the Gallery's First Nations Advisory Group.

Continuing to elevate First Nations cultures is a key priority of the National Gallery's strategic direction. The National gallery is currently implementing an Innovate Reconciliation Action Plan and has aspirations to develop First Nations First Principles to align to the National Cultural Policy, *Revive*.

ABOUT OUR TEAM

As caretaker of the world's largest collection of Aboriginal and Torres Strait Islander art, the National Gallery of Australia (the Gallery) has played a critical role in showcasing the voice and presence of the First Nations peoples and culture of Australia. The national collection includes the most comprehensive holdings of Aboriginal and Torres Strait Islander and Australian art in the world and forms an essential part of our cultural heritage and identity.

Positioning First Nations art and artists first is central to our vision as a national institution and our role to inspire through cultural experiences. We place First Nations first, aligning with the National Cultural Policy *Revive*: a place for every story, a story for every place and embedding First Nations culture and histories at the heart of our creative program and acquisitions activity.

The Gallery is passionate about and committed to elevating Aboriginal and Torres Strait Islander voices and perspectives to enrich Australia's culture and national identity.

This role is in the Governance team, responsible for the Gallery's governance, planning, reporting, risk, audit and project management services and is also secretariat to the National Gallery Council and other key advisory groups. This team makes a significant contribution to strengthen the effectiveness of the Gallery's governance and compliance framework.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

- Expertise in the development and delivery of strategic initiatives to support, promote and celebrate First Nations culture.
- Proven experience working in house to deliver a Reconciliation Action Plan, alongside internal First Nations staff and working groups.
- An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Demonstrated ability to deliver programs to lift organisational cultural capability, confidence, and experience in community engagement.
- Proven ability to provide practical advice and foster engagement with internal stakeholders and business areas, and a strong commitment to driving collaboration.
- Strong written and oral communication skills with the ability to adapt messages to different audiences and generate clear and fit for purpose reports.
- A high level of self-motivation, professionalism, integrity and discretion, demonstrating sound judgment and taking responsibility to set and manage competing priorities and deliver quality outcomes to tight deadlines.
- A collaborative approach and commitment to work as part of a team.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS EL1 work level standards, you will:

- Support business areas with advice and guidance on how to introduce a First Nations voice and embed First Nations perspectives in our strategic and operational activities.
- Work closely with the RAP Working group and business areas to guide, coordinate and implement the delivery of RAP actions and reporting.
- Plan and manage the National Gallery's NAIDOC and National Reconciliation Week activities, and other days of significance as required.
- Develop and source impactful cultural competency learning and development opportunities for the National Gallery's workforce.
- Develop and embed First Nations First principles and associated guidance for the National Gallery.
- Provide support and advice for the First Nations Advisory Group.
- Support and advise the National Gallery with its community engagement, including helping arrange Welcome to Country and ensuring effective collaboration and respectful relationships between the National Gallery and First Nation Communities.
- Support National Gallery staff and provide guidance in the development of strategy, policies, programs and practices related to or involving First Nations engagement.
- Develop and nurture effective relationships with key internal and external stakeholders.
- Other duties as required commensurate with your skills and abilities, and to support the broader outcomes of the team.

WHO ARE WE LOOKING FOR?

The successful candidate will be an experienced and collaborative leader who can motivate, guide and deliver accurate and high-quality work within tight timeframes.

To be successful in this role you will need to demonstrate:

A proven **commitment to 'First Nations first' principles**: championing the National Gallery's vision to promote greater understanding, recognition, respect and celebration of Aboriginal and Torres Strait Islander peoples, cultures, artis and communities.

An ability to **drive strategic initiatives** and influence whole of Gallery projects, programs and initiatives while embedding respectful and inclusive practices across our business.

Experience in **managing your own workload** to achieve results, often working with tight timeframes and competing priorities in a busy environment.

The ability to **communicate with influence**, including negotiating persuasively, understanding and adapting to the audience, and building strong relationships with internal and external stakeholders (including senior leaders).

The ability to **act with integrity** at all times, showing judgement and professionalism in all that you do.

The ability to **work effectively**, both independently and as part of a team, including the ability to connect with and support other team members and First Nations staff.

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.

ADDITIONAL INFORMATION

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

- hold an Australian Citizenship, and
- satisfy a police check and
- hold or be willing to obtain a (minimum) Baseline security clearance.

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 Lilee Keating on +61 2 6120 2959 or lilee.keating@nga.gov.au.