



Position title	Manager, Building Services
National Gallery level	NGA Executive Level 1
Position number	SUP 349
Employment type	Ongoing – Full-time
Department	Building Services
Portfolio	Building Services and Infrastructure
Immediate supervisor	Head of Estate Management
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 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.

## **OVERVIEW OF THE ROLE**

The Building Services and Infrastructure Portfolio brings together a highly experienced team of technical and professional experts to plan for, manage and upgrade the National Gallery of Australia facilities. The portfolio has responsibility for:

- Strategic Asset Management Planning
- Facilities Projects
- Maintenance, repairs, and upgrade of assets
- Facility Management

and is committed to meeting the National Gallery's targets against our:

- Reconciliation Action Plan
- Disability Inclusion Action Plan,
- Gender Equity Action Plan, and
- Environmental Sustainability Action Plan for which the portfolio is the lead in delivery.

The Manager, Building Services will work with an inhouse team with the support of specialist contractors that will enable the organisation to achieve its core goals of displaying, preserving, and protecting the national collection, along with providing a safe and welcoming environment for both our staff and visitor.

The role requires an experienced, and motivated Building Manager who has proven ability to inspire a team and promote a culture of continuous improvement. Reporting to the Head of Estate Management, the position is responsible for the daily management of facilities, and Gallery assets. The Manager, Building Services may also service projects and provide technical and logistics support to other areas of the National Gallery.

The Manager, Building Services is responsible for management of all facilities operations for the National Gallery and is responsible for managing the maintenance and repairs activities for all plant and equipment including the building fabric.

The primary focus of the Building Services team is ongoing maintenance of a healthy and safe environment for visitors and employees and for the display and storage of the national collection of works of art.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

This position is an ongoing full-time role and reports to the Head of Estate Management.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will lead and manage the inhouse technical team of trades and non-trades staff and specialist contractors. The focus is to deliver effective and efficient outcomes using your knowledge and experience appropriate for the position, including:

- Leadership and managing teams to deliver technical services efficiently and effectively.
- Demonstrated ability to provide high level management input and development of building and facilities management standards, policy, procedures, and related activities.
- Appropriate technical knowledge and skills of building operations and the ability to acquire an understanding of heritage buildings and requirements under international museum standards; and understanding of public sector financial, resource and administrative management.

The ideal candidate will have excellent contractor management skills and have experience managing budgets. Proven interpersonal skills, with an ability to negotiate, liaise and communicate effectively with all stakeholders with appropriate writing skills.

The candidate will demonstrate an ability to assess the working environment and implement and manage appropriate WHS systems.

## WHAT WILL YOU DO?

In accordance with the APS Executive Level 1 work level standards, you will:

- Lead the development, management and delivery of services to support the Gallery's building operations function.
- Develop and maintain an operational framework to ensure the effective delivery of services within a heritage building to international museum standards.
- Develop cost effective, best practice strategies, policies and procedures to ensure the ongoing safety, compliance and functionality of Gallery facilities.
- Manage contracts, prepare and report on budgets, projects and other administrative activities.
- Develop, implement, and monitor programs for the effective and efficient maintenance and management of the Gallery's buildings, and building related assets and services.
- Oversee the Gallery's building management system (BMS) and strategic asset managing planning.
- Undertake WHS and risk management activities, manage and/or contribute to projects and conduct investigations and reviews as required.

## 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:

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

Experience in managing your own and your team's workload 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, and building strong relationships between audiences, partners and other stakeholders.

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

To apply for this role please forward your **CV, statement and personal particulars form** to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

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.

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## ELIGIBILITY:

**Citizenship** - To be eligible for employment with the Gallery, you must be an Australian citizen.

**Police Check** - To be eligible for this role you must complete a police check.

## **ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations**

Role specific mandatory qualifications certification and/or registrations include:

- a white card
- asbestos awareness certificate
- class C licence
- Management / Leadership training

## **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 always work safely.

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 Greg Ible on +61 2 6240 6527 or [greg.ible@nga.gov.au](mailto:greg.ible@nga.gov.au).