



Position title	Manager, Human Resources
National Gallery level	Executive Level 1
Position number	Several
Employment type	Ongoing/Non-ongoing
Department	Human Resources
Portfolio	Business Enabling Services
Immediate supervisor	Head of Human Resources
Direct reports	HR Advisor
Position location	National Gallery, Parkes, Kamberri/Canberra Consideration may be given to applicants from Sydney or Melbourne working under an outposted arrangement
Requirements	Australian Citizenship Police Check Existing experience and/or qualifications in HR or a relevant field - desirable

## **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 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 – Manager, Human Resources (several)**

## **OVERVIEW OF THE ROLE**

The National Gallery is seeking experienced human resource (HR) professionals to join our small HR team to manage a broad range of human resources activities and functions. The Manager, Human Resources is an integral part of the HR team. As a senior member of the team in a small agency, you will be given the opportunity to contribute your expertise to practices, policies and processes that will positively shape the future of National Gallery.

## **OUR IDEAL CANDIDATE**

Our ideal candidates will be HR generalists with experience in providing operational and strategic advice related to industrial relations, workforce planning, work health and safety (WHS), recruitment, payroll and human resources policies. You will also have expertise in dealing with sensitive and complex people matters. You will demonstrate the highest ethical standards and integrity in all that you do. You will have the knowledge and ability to apply relevant legislation and policy to deliver high quality outcomes. Sound analytical and judgement capabilities are essential, and you will use them to contribute to the strategic direction of the HR team.

You will be experienced in leading teams with a focus on mentoring and development. You will lead with a positive, inclusive attitude with a desire to make work fun for yourself, your team and your colleagues.

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 and ever-changing environment.

Existing experience and/or qualifications in HR or a relevant field will be an advantage. There are multiple vacancies at this level with the opportunity to shape the role for the right candidate.

## **THE KEY DUTIES OF THE POSITION**

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

- Working together with the Head of HR, provide leadership and support, with a focus on continuous improvement and development, to the HR team.  
Manage, deliver and provide expert, solutions-focused, legislatively compliant and contemporary HR advice on a range of HR functions that may include:
  - work health and safety (WHS), including rehabilitation and case management
  - workplace relations
  - remuneration
  - recruitment, onboarding and offboarding
  - learning and development
  - workforce planning and analytics, and
  - payroll services for National Gallery employees and members of Council.  
Support, develop, and/or lead the implementation of new HR policies, processes and systems.
- Provide expert, evidence based, legislatively compliant, and accurate HR advice and reports to the Senior Executive and Council.
- Undertake project work to develop people-related initiatives and supporting guidance materials for employees and managers.
- Lead, coach and mentor a team.

## WHO ARE WE LOOKING FOR ?

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

1. **Effective stakeholder engagement skills** to partner with line areas and translate business requirements into HR strategies as well as work collaboratively across teams.
2. The ability to **communicate with influence**, 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**, often working with tight timeframes and competing priorities.
4. The ability to **act with integrity**, showing judgement and professionalism.
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 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.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## Qualifications, Certifications and Registrations

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

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

Role specific mandatory qualifications certification and/or registrations include:

- Existing experience and/or qualifications in HR or a relevant field will be an advantage

## Work, Health & Safety Obligations

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 Zoe Bennett on +61 2 6240 6421 or [zoe.bennett@nga.gov.au](mailto:zoe.bennett@nga.gov.au).