



Position title	Head of Legal and Procurement, General Counsel
National Gallery level	NGA Executive Level 2
Position number	TBC
Employment type	Ongoing – Full Time
Department	Governance
Portfolio	Chief Operating Officer
Immediate supervisor	Chief Operating Officer
Direct reports	Manager, Legal Manager, Procurement
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) Law degree from an Australian tertiary institution (or equivalent) and admission as a legal practitioner to a Supreme Court of a State or Territory Government Unrestricted Practising Certificate (or be eligible to obtain a) or Government Restricted Practising Certificate

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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. 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 always share this commitment and work safely.

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 –Head of Legal & Procurement (TBC)



OVERVIEW OF THE ROLE

The Head of Legal and Procurement, General Counsel is responsible for leading the legal and procurement team to ensure the National Gallery complies with relevant legislation and key Commonwealth frameworks in the delivery of its purpose and artistic ambition. The role also provides practical advice and assistance in the interpretation of legislation and policy relevant to the Gallery's activities and operations including best practice approaches to managing risks, procurement and contract management activities.

Responding to audit findings and best practice approaches, this role drives the ongoing maturity of the legal and procurement functions and systems, developing workforce capability and providing user centric tools, templates and resources. This role collaborates and works closely with a range of internal and external stakeholders and participates in key advisory and working groups, including the National Gallery's Leadership Group.

OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have:

- Experience in running legal and procurement teams and providing in house legal advice to other Commonwealth government agencies.
- A strong understanding of, and ability to interpret, all relevant policy, legislation and guidance materials including, but not limited to, the *Public Governance, Performance and Accountability (PGPA) Act 2013*, the *National Gallery Act 1975*, the *Privacy Act 1988*, *Freedom of Information Act 1982*, Commonwealth's Resource Management Framework including the Commonwealth Procurement Rules.
- Proven ability to foster engagement, build and maintain strong working relationships with internal stakeholders, including senior leaders and business areas, and a strong commitment to driving collaboration.
- Exceptional written and oral communication skills with the ability to communicate complex legal matters and issues, brief and influence stakeholders.
- Highly developed research and critical analysis skills and demonstrated ability to provide strategic proactive and practical legal advice.
- 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.
- Strong leadership skills and ability to coach, mentor and support a high performing team.
- A collaborative approach and commitment to work as part of a team, including the Gallery's broader leadership team and working groups.
- A strong, user-centered approach to the development and provision of advice, along with excellent attention to detail.

WHAT WILL YOU DO? – DUTY STATEMENT

- Lead and manage legal services and provision of in house advice in accordance with the *Legal Services Directions (2017)* and *AGLS General Counsel Charter*, including ensuring National Gallery compliance with various commonwealth laws and regulations.
- Lead and manage procurement and contract management services in accordance with the *PGPA Act 2013*, including oversight and guidance of all procurement reporting activities including Austender and Murray Motion.
- Develop and implement strategically aligned legal and procurement frameworks, processes, systems, policy and guidelines that are practical and meet the needs of the National Gallery.
- Provide legal and issues management advice in relation to a wide range of complex matters, delivering consistent messaging in line with current policies and objectives and ensuring security, financial,



reputational, and business risks are minimised.

- Assist and respond to the risk and impact of changes in legislation, Commonwealth policies or frameworks and changes in the National Gallery's operating environment.
- Uplift privacy, procurement, contract management and contract development tools and templates to ensure business areas can self-service.
- Instruct and manage the Gallery's relationship with external legal providers where appropriate, including in relation to hearings or inquiries on behalf of the National Gallery.
- Provide leadership, direction and support to staff working in a fast-paced, high workload environment and triage priorities.
- Promote a culture of compliance and integrity across the Gallery, including shaping staff learning and engagement strategies and advocacy on key working groups.
- Develop a broad range of complex relationships with internal and external stakeholders.
- Provide leadership, supervision and mentoring to support the development and retention team members and build a high performing, collaborative and values -based team culture.
- Other duties as reasonably 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 abilities:

Shape strategic thinking: Supports the development of the National Gallery's strategic objectives, translates strategy into operational goals, engage others in the strategic direction of the National Gallery, anticipates priorities and undertakes objective, critical analysis to distil current and emerging issues for continuous improvement.

Achieves results: Instigates continuous improvement while responding flexibly to changing demands. Establishes clear plans, and marshal's specialist internal and external expertise to achieve outcomes. Strives to achieve and encourages others to do the same, while monitoring for and mitigating risk.

Cultivates productive working relationships: Builds and sustains relationships with a network of key people internally and externally. Brings people together by fostering teamwork and valuing the positive benefits that can be gained from diversity and inclusion. Encourages and motivates people through setting clear performance standards, giving timely praise and recognition and otherwise offers full support when required.

Exemplifies personal drive and integrity: Adopts a principled approach, informed by the National Gallery Values, Code of Conduct and Ethics Framework. Always acts professionally and impartially, leading organisational behaviours that operate within the boundaries of National Gallery, legal and other policy constraints. Challenges important issues constructively, persists on achieving objectives in difficult circumstances and shows a strong commitment to learning and self- development.

Communicates with influence: Confidently presents messages, translating complex concepts into appropriate, unambiguous language. Seeks to understand the audience and tailors their communication style and messaging accordingly. Encourages the support of relevant stakeholders, and proactively seeks to identify common ground to facilitate agreement and solution surfacing.

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.

If you are shortlisted you may also be asked for a work sample.

ELIGIBILITY:

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

National Criminal History Check - To be eligible for this role you must complete a National Criminal History Check.

Baseline security clearance – hold or be willing to obtain

ADDITIONAL INFORMATION – Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- A law degree from an Australian tertiary institution (or equivalent), and admission as a legal practitioner to a Supreme Court of a State or Territory
- Government Unrestricted Practising Certificate (or be eligible to obtain) or Government Restricted Practising Certificate
- A minimum of seven years post-admission experience

Contact

Further information about the position may be obtained by contacting Lillie Keating on +61 2 6120 2959 or lillie.keating@nga.gov.au.