

Position title	IT Procurement and Governance Officer
National Gallery level	NGA Level 6
Position number	3044
Employment type	Non-ongoing – Full time (18 months)
Department	Information Services Department
Portfolio	COO
Immediate supervisor	CIO
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

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 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.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

The IT Procurement and Governance Officer is responsible for supporting the planning, coordination, and management of ICT procurement, contracts, finances and invoicing within the Gallery. This position also supports the ICT team in vendor performance monitoring, contract invoicing and compliance obligations.

This role supports the development and implementation of ICT governance forums and frameworks, ensuring alignment with government policies, procurement rules, and risk management practices.

This position reports directly to the CIO and supports the broader ICT team procurement, contract and payment functions across IT infrastructure, service management, information management and cyber security. The role will work closely with the Gallery procurement and finance teams.

The role will also lead improvement projects across the IT financial and invoicing management processes to create greater efficiencies and refresh the current ICT governance forums.

This is a full-time, non-ongoing employment opportunity for a period of 18 months.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will have:

1. An understanding of relevant policy, legislation and guidance materials related to procurement including, the *Public* Governance, Performance and Accountability (PGPA) Act 2013 and the Commonwealth Procurement Rules and Gallery financial guidelines. An understanding of procurement documentation, contract management practices and processes and experience in key procurement platforms (eg AusTender/BuyICT) to support procurement processes.
2. A demonstrated understanding of financial processes including budgeting, invoicing and accruals and use of financial systems (e.g. Tech One).
3. An understanding of risk management and ICT governance practices and demonstrated ability to manage and prepare documentation for governance forums, working groups and Audit and Risk Committee.
4. A demonstrated ability to present messages with confidence in a clear, concise and articulate manner, and to tailor both communication style and message to suit the audience.
5. An ability to build and maintain positive working relationships with team members, stakeholders and clients, while working autonomously and deliver quality outcomes to tight deadlines. Be willing to assist with a variety of tasks, including those of an administrative nature.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO? – DUTY STATEMENT

In accordance with the APS 6 work level standards, you will:

- Preparation of end-to-end IT procurement documentation, providing support for procurement, evaluation, market assessment and contracting activities and using systems Tech One/ AusTender/ BuyICT
- Undertake invoicing and monthly/annual financial processes including accruals, contract closures and financial tracking
- Manage secretariate for the IT Governance Advisory Group and other IT/IM Working Groups as required
- Draft briefs and papers for Audit and Risk Committee, IT Governance Advisory Group and other IT/IM Working Groups as required
- Manage inboxes including ICTProcurement and ICTBilling
- Engage with internal legal team, finance teams and external clients and providers
- Assist with the development or update of IT/IM policies and procedures
- Other duties as required commensurate with your skills, abilities and requirements of the role

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:

1. **Support strategic direction:** think strategically - identify the relationship between the strategic priorities of the National Gallery and your tasks at an operational level.
2. **Achieve results:** identify and use resources wisely - manage your own workload to achieve results, often working with tight timeframes and competing priorities.
3. **Support productive working relationships:** nurture internal and external relationships - be versatile, flexible and take a creative in your approach to cultivate productive working relationships with a diverse range of stakeholders.
4. **Display personal drive and integrity:** *engage with risk and shows personal courage* - have 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 go to the National Gallery's **Careers portal**.

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 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 information above. 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.

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.

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.

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 Jade Carson on +61 2 6240 6580 or jade.carson@nga.gov.au