



Position title	Procurement Manager
National Gallery level	Executive Level 1
Position number	3311
Employment type	Ongoing – Full-time
Department	Legal and Procurement
Portfolio	Chief Operating Officer
Immediate supervisor	General Counsel/Head of Legal and Procurement
Direct reports	Two procurement advisors
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Relevant tertiary qualifications in Procurement, Business, Commerce, Law or other relevant discipline (corporate governance, risk and performance management, legal studies, finance) or equivalent

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

This role is in the Legal and Procurement team, responsible for the Gallery's procurement services. This team makes a significant contribution to strengthen the effectiveness of the Gallery's operations, and governance and compliance framework.

The role will support teams across the Gallery to plan and conduct compliant procurement processes, develop and review contracts, and support contract management activities to deliver value for money outcomes for the Gallery and the Commonwealth.

The role will also provide advice and assistance in the interpretation of policy relevant to the Gallery's procurement operations and facilitate growth in procurement capacity and capability across the Gallery.

This position reports to the Head of Legal and Procurement and is an ongoing full-time role within the Legal and Procurement team. The Legal and Procurement team is in the Chief Operating Officer Portfolio.

SELECTION CRITERIA - OUR IDEAL CANDIDATE

Our ideal candidate will have:

- A sound understanding of, and ability to interpret, all relevant policy, legislation and guidance materials related to procurement including, but not limited to, the *Public Governance, Performance and Accountability (PGPA) Act 2013*, the *National Gallery of Australia Act 1975*, and the Commonwealth's Resource Management Framework including the Commonwealth Procurement Rules.
- Exceptional written and oral communication skills with the ability to adapt messages to different audiences and influence stakeholders, including clearly communicating complex issues.
- Highly developed critical analysis skills and demonstrated ability to provide strategic direction and proactive, practical advice to support the achievement of procurement, risk mitigation and contracting practices in a compliant and transparent manner.
- Demonstrated ability in developing and designing best practice sourcing strategies, business requirements, procurement documentation, and contract management practices and processes, and an ability to identify opportunities for improvement.
- Proven ability to foster engagement, build and maintain strong working relationships with stakeholders and a strong commitment to driving collaboration.
- 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.

DUTY STATEMENT - WHAT WILL YOU DO?

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

- Provide proactive, user-centred advice and guidance on all matters within the position's remit, including the application of laws, rules and policies, as well as procurement processes, contract drafting, contract management and other procurement compliance-related activities.
- Engage with the internal legal team to progress and advise on procurement matters as required.
- Facilitate the design of market sounding activities and procurement strategies and assist teams across the Gallery to develop the full suite of request and contract documentation, as required.
- Assist with market assessment and negotiation activities.
- Undertake annual procurement planning activities with teams across the Gallery, as well as identifying and implementing business improvement activities (such as developing systems and processes to better manage critical dates, such as contract expiration and review dates).
- Update current, or draft new, procurement and contract related policies, guidelines, procedures and processes, and support the development, maintenance and improvement of the Gallery's procurement and contract management systems to support compliance and inform decision-making.
- Assist with the preparation of and approve procurement reports e.g. Murray Motion, Indigenous Procurement Policy.
- Familiarity with, or ability to develop familiarity with systems e.g. TechOne and AusTender to achieve the above.

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. Have the ability to **support the shared purpose** of the Gallery by aligning your work with the strategic priorities of the Gallery, inspiring a sense of purpose and direction with project stakeholders.
2. Be experienced in managing your own and your team's workload **to achieve results**, often working with tight timeframes and competing priorities.
3. Have 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.
4. Be versatile, flexible and take a creative approach to **cultivating productive working relationships** with a diverse range of stakeholders.
5. Have the ability to **always act with integrity**, 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 **one page** that outlines your skills, capabilities and experience, against the Selection Criteria and Duty Statement 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 successfully complete a police check.

Qualifications - Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in Procurement, Business, Commerce, Law or other relevant discipline (corporate governance, risk and performance management, legal studies, finance) or equivalent experience is essential.
- Professional membership of relevant professional associations is desirable (e.g. CIPS, PASA, AICD).

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 Laura van Klaveren at laura.vanklaveren@nga.gov.au.