



Position title	Project Manager
Position number	1608
National Gallery level	NGA 6
Employment type	Ongoing / Non-ongoing (2 years) with option for ongoing - Full Time
Department	Capital Works Projects
Portfolio	Building Services and Infrastructure
Immediate supervisor	Senior Project Manager
Direct reports	Not anticipated
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check White Card

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

The National Gallery is seeking applications from highly motivated candidates to, under direction and in line with corporate objectives, apply high level infrastructure project management and procurement skills to support delivery of key capital works initiatives. An NGA6 position is required to deliver these initiatives that include strategic, architectural and engineering projects.

The National Gallery's Capital Works team was established in 2021 to lead delivery of the Gallery's significant capital works program that includes delivery of over \$100 million in capital asset upgrade projects, the establishment of a planned sustainable asset management program for the future, and the delivery of significant or iconic capital works projects.

The Capital Works Team is responsible for providing project management leadership for the delivery of complex, high profile and strategically significant capital works projects. These projects are varied in scope with a focus on positioning the National Gallery as a leading contemporary cultural institution for the future.

Current projects include:

- The Integrated Capital Works Program, which includes design and construction of critical upgrades at the Parkes and off-site facilities.
- Revitalisation of the National Sculpture Garden.
- Development of a new internal café and other possible hospitality initiatives.
- Oversight and planning of the National Gallery's Strategic Asset Management Plan.
- Oversee implementation of the Gallery's Environmental Sustainability Action Plan.
- Other strategic projects that may be included in the program.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

OUR IDEAL CANDIDATE

Our ideal candidate has experience supporting the delivery of high-risk capital works projects with a proven track record of supporting delivery of a range of complex projects to a high standard. You have demonstrated experience in the delivery of all aspects of project management including application of work health and safety practices, risk management and mitigation, contract management, financial management, implementation and delivery, and management of a variety of construction and design activities. Strong understanding of Government procurement and budget processes within the construction industry, is to your advantage. Previous experience in a gallery or museum environment will be highly regarded.

You have a commitment to customer service principles and practices with highly developed written and verbal communication skills, with the ability to liaise and negotiate effectively with a broad range of stakeholders.

You will demonstrate strong analytical skills and have a proven ability to work with others to ensure your success in a team delivering high profile capital works projects.

WHAT WILL YOU DO

In accordance with the NGA 6 work level standards and working to the Senior Project Manager, you will have the following key responsibilities:

- Support delivery of complex and high-risk projects from project inception or an agreed project delivery stage through to financial completion, within time cost and scoping targets.
- Support procurement, project, financial and contract management activity in an infrastructure environment.
- Provide infrastructure project management expertise, including managing early project planning, the design process, contractual requirements, program control, cost control, alternative delivery methods, quality and statutory requirements.
- Support risk assessments including contingency management and risk mitigation throughout the life of a project.

- Compile and write reports and briefs and review technical content of submissions and tender documents for adequacy, compliance, value for money and fitness for purpose.

WHO ARE WE LOOKING FOR

To be successful in this role you will need to demonstrate, or have the ability to develop the following:

1. The ability to understand the strategic priorities of the National Gallery through support of the National Gallery's vision and corporate plan.
2. Manage your workload, often with competing priorities, seeing projects through to completion, adhering to procedures and seeking feedback from your manager to achieve results.
3. The ability to communicate effectively, including listening actively to understand and adapt to your audience and present information in a clear, concise and articulate manner.
4. Through your professional conduct build and sustain positive relationships with a diverse range of stakeholders.
5. Display personal drive and integrity when committing to action and take personal responsibility for meeting objectives, manage your workload and progressing work objectives.

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.

Licences: Hold or have the ability to obtain a White Card. Have previously completed, or have the ability to complete, Asbestos Awareness and Silica Awareness 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 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 Cherie McNair on +61 2 6240 6562 or cherie.mcnair@nga.gov.au.