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| Position title | Mail and Administrative Assistant |
| Position number | 1118 |
| National Gallery level | NGA 2 |
| Employment type | Part-time non-ongoing 2 years |
| Department | Information Services |
| Portfolio | Chief Operating Officer |
| Immediate supervisor | Records and Mail Officer |
| Direct reports | N/A |
| Position location | National Gallery, Parkes, Kamberri/Canberra |
| Requirements | Australian Citizenship Police Check |

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

The National Gallery of Australia is seeking a proactive and organized APS 2 Mail and Administrative Assistant to provide support for information management operations. This role will also support day-to-day mail and administrative functions such as mail distribution, support for courier bookings, printing and paper stock, support for the records management team, digitisation projects and other general administrative duties.

This role will be responsible for mail distribution which occurs 3 days a week on Mon/Wed/Fri 9:30am pick up and 2:30pm drop off within the Gallery building and includes mild physical duties.

This position is ideal for someone who is team oriented with a positive approach to work and an interest in information management, systems and working at a cultural institution.

This position reports to the Records and mail officer and will work closely with the CIO, Information Manager and IT team.

OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have the ability to manage time efficiently, handle multiple priorities, and have attention to detail.

You will have excellent verbal and written communication skills, including the ability to liaise professionally with internal and external stakeholders.

You will have experience working within a team environment and the ability to engage with various levels of staff effectively.

It is desirable the candidate has an interest in Information Management or the ability to quickly learn IT/IM-related processes, systems and terminology.

WHAT WILL YOU DO – DUTY STATEMENT

In accordance with the APS 2 work level standards, you will have the following key responsibilities:

- **Mail and Correspondence Management:** Support processing of incoming and outgoing mail, ensuring timely distribution and courier liaison as directed.
- **Records management:** Undertake records management support activities including preparation of hardcopy files for transport, packing or digitisation and support digital record keeping practices.
- **Printing and paper stock control:** Ensure appropriate levels of printing materials including paper and envelopes, including ensuring printer paper is stocked around the Gallery.
- **Documentation and Record-Keeping:** Support administration of accurate records of meetings, decisions, and discussions from the working groups. Ensure all administrative and project documentation is up-to-date and easily accessible as directed.
- **General Administrative Support:** Provide assistance with data entry, document preparation, maintaining calendars, and other ad hoc administrative duties as required by the Information Services Department as directed.

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. **Achieve Results:** See tasks through to completion. Work within agreed priorities. Commit to achieving quality outcomes. Maintain accurate records and files. Seek feedback from supervisors to gauge satisfaction and seeks assistance when required.
2. **Display personal drive and integrity:** Work as directed to achieve work objectives, even in difficult circumstances. Remain positive and respond to pressure in a calm manner.
3. **Communicate clearly:** Communicate messages clearly and concisely. Focuses on key points and use appropriate language. Structure written and oral communication so it is easy to follow.
4. **Support productive working relationships:** Actively listen to colleagues and clients. Share information and contribute to team discussions. Work closely with team members to achieve results and operate as an effective team member.

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.

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 Nasim Iqbal on +61 6240 6404 or nasim.iqbal@nga.gov.au.