



Position title	Head of Governance
National Gallery level	NGA Executive Level 2
Position number	0127
Employment type	Full Time - Ongoing
Department	Governance
Portfolio	Chief Operating Officer
Immediate supervisor	Chief Operating Officer
Direct reports	Manager, Governance and Reporting Manager, Risk and Audit Manager, Project Governance and Reporting Manager, First Nations Engagement
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 Head of Governance role supports the National Gallery Council (our Accountable Authority), Director and Senior Management Group to instill good governance across all National Gallery's activities. The role has responsibility for maintaining and updating a broad range of governance and integrity frameworks and translating them into actions, processes and procedures that can be applied to support optimized performance and ensure all statutory and other legal and mandatory obligations are met.

The role has responsibility for the National Gallery's Risk Management, Project Management, Fraud, Business Continuity, Internal Audit, Insurance, Corporate Planning and Reporting, Council Secretariat and Government Relations functions. It also supports the ongoing embedding of First Nations perspectives across the Gallery and in our decision making, and supports the delivery of the RAP and capability uplift activities.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have:

- A strong understanding of relevant legislation and other guidance material, including the *Public Governance, Performance and Accountability Act 2013*, the *Commonwealth Resource Management Framework*, *Commonwealth Risk Management Policy* and *Commonwealth Fraud Control Framework*.
- Strategic thinking capability, including strong analytical and problem-solving skills, and the ability to provide expert advice on strategy development, risk and audit, corporate planning and reporting processes that enable the National Gallery to comply with relevant legislation and achieve its goals.
- An ability to lead and manage a small team with a diverse range of functions, build team culture and a positive governance and project culture across the National Gallery.
- An ability to confidently influence and guide Council, the Director and Senior Management Group in planning, reporting, decision making, risk and compliance.
- Expertise in the development and delivery of strategic initiatives to support, promote and celebrate First Nations culture.
- A collaborative approach and an ability to foster engagement with all internal and external stakeholders (including Office for the Arts).
- Effective written and oral communication skills, with the ability to adapt messages to difference audiences and high attention to detail.

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

- Provide high quality, expert advice to Council, the Director and Senior Management Group to promote exemplary governance, strategic planning and project management practice.
- Direct the development and alignment of Gallery planning and reporting, identifying opportunities to drive change and improve implementation.
- Lead the development, implementation and monitoring of fit-for-purpose governance, project management, risk and audit frameworks, policies and procedures.
- Provide high quality, expert advice to enable business areas and working groups to help them understand and enact their obligations, including overseeing and embedding practical, user-centred resources, tools and templates.
- Uplift organisational capability across in governance including shaping learning opportunities and driving a pro integrity culture.

- Partner with business areas and the senior executive to support coordinated program and project management planning, reporting and delivery across the National Gallery.
- Support the Gallery's First Nations First strategy, including the planning, delivery and implementation of key strategic initiatives which will elevate First Nations cultures, perspectives and capability across the Gallery.
- Develop a broad range of complex relationships with internal and external stakeholders.
- Manage and coach a high-performing, collaborative team and values-based culture to deliver professional, reliable advice in tight timeframes.
- 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 marshals 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.

Commitment to 'First Nations first' principles: Champions the National Gallery's vision to promote greater understanding, recognition, respect and celebration of Aboriginal and Torres Strait Islander peoples, cultures, artis and communities. Celebrates diversity and inclusion and drives strategic initiatives to embed respectful and inclusive practices with the National Gallery's Governing Frameworks.

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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in Governance, Business, Commerce, Project Management or other relevant discipline (such as risk, strategy, audit,) or equivalent experience
- Professional certification and/or membership of a relevant professional association (such as Governance Institute of Australia, Australian Institute of Company Directors, Australian Institute of Project Management etc).

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 Alison Halpin on +61 2 6240 6582 or Alison.Halpin@nga.gov.au.