

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

April 2025

Position Details	
Title	Executive Officer
Classification	EL1 PN7415
Salary	\$119,560 - \$140,814
Section	Executive
Security Clearance	Baseline
Contact Officer	Taryn Crick, People & Performance P: 6102 7082

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

About us

The National Portrait Gallery (NPG) aspires to tell the evolving story of Australian identity through art. We use portraiture to increase understanding and appreciation of Australian people – their identity, history, culture, creativity and diversity. We are open 364 days a year, offering visitors the opportunity to view the collection and special exhibitions, and participate in a variety of cutting-edge public and educational programs. The Gallery also offers venue hire for private and corporate events and houses a popular cafe and bookstore.

We recognise the great contribution from our staff in realising our mission and values; and encourage applications from Aboriginal and/or Torres Strait Islander people, the LGBTQIA+ communities, people with disability and people from culturally and linguistically diverse backgrounds.

We're committed to ensuring a child safe and child friendly environment, and to sustaining a safe workplace and inclusive culture. Our staff actively contribute to the wellbeing and safety of our visitors and each other.

The position

Reporting to the Director, the Executive Officer provides high level administration and strategic support to the Director to achieve business objectives. This includes providing expert advice and contributing to decision making, escalating sensitive issues and proposing solutions, and effectively coordinating, tracking and reporting on key activities and priorities. The Executive Officer will work closely with the Executive and staff to ensure that administrative and operational support and advice is provided in a timely and efficient manner, and in a way that is consistent across the Gallery. This will involve specifically working in a coordinated way with the Director's Executive Assistant and Corporate Governance team.

This role has a large on-site presence aligned to the Gallery Director's schedule and may occasionally be required to attend after-hours meetings or events.

Specific Tasks

- Ensure the Director receives comprehensive, high quality, effective executive and administrative support to be able to fulfil their statutory, leadership and management responsibilities
- Act as the Director's first point of contact; analysing and actioning requests to prioritise urgent and often sensitive matters, taking decisive action to facilitate the optimal use of the Director's time
- Establish and maintain strong and effective working relationships with the Executive and staff to manage the flow of information to the Director for the effective co-ordination of Executive office responses
- Identify and understand issues, including for the Executive and Board, competing interests and rapidly changing priorities across a broad range of areas to ensure that the Director has consistent and timely advice to facilitate ethical decision making
- Coordinating through relevant staff, activities requiring participation, involvement or responses by the Director, including presentations and participation in events
- Proactively co-ordinate, review and quality assess documents on behalf of the Director, ensuring attention to detail has been adhered to
- Research, collate and prepare high quality written materials, including reports, briefing papers, policy documents and executive communications.
- Craft concise, engaging notes to support the Director in speeches, meetings, and events ensuring alignment with industry priorities
- Build and maintain relationships with national and international stakeholders, fostering collaboration and strategic alignment
- Lead the design, implementation and continuous improvement of the Director's internal communications program ensuring key messages, organisational priorities and leadership directives are effectively conveyed to all stakeholders
- Oversee Executive secretariat services, facilitating the delivery of accurate and timely agendas and minutes including the coordination and management of the reporting actions
- Monitor, implement and evaluate administrative practices, systems and procedures in the Executive office to enhance the efficiency and achievement of quality outcomes
- Provide leadership, direction, supervision and mentoring to support the development and retention of the executive assistant

Section Criteria

- Demonstrated experience in the efficient management of the office of a senior executive, including highly developed organisational, coordination and administrative skills.
- Proven ability to cultivate and maintain strong working relationships with direct reports, peers, management, and stakeholders, ensuring effective collaboration and engagement.
- Highly developed verbal communication skills with the ability to navigate negotiations effectively, demonstrating a strong understanding of key issues and strategic outcomes.
- Demonstrated ability to craft polished, articulate, and engaging written content across diverse formats, ensuring clarity, precision, and impact for a broad range of audiences.
- Proven ability to navigate complex reporting structures, building strong partnerships and effectively influencing stakeholders across all levels to drive alignment and organisational success
- A high level of initiative and motivation, combined with sound judgment and a demonstrated ability to recognise sensitive matters and handle them with professionalism and confidentiality
- A strong understanding of operational requirements within the Australian cultural sector and appreciation of the contribution of arts and culture to society.

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch Taryn Crick, Manager, People & Performance 02 6102 7082, or by email at taryn.crick@npg.gov.au

Applications close midnight Sunday 27 April 2025.

SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Frequently
Graphical, video production or analytical work	Occasionally
Access to designated workstation	Frequently

WORKING HOUS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Frequently
Intensive work over an extended period to achieve a deadline	Frequently
After hours events or programs	Occasionally
Peaks and troughs of high and low workload	Frequently
Overtime	Occasionally
Rostered shift work	Never
Rostered 24/7 on call	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Work directly with visitors and the public	Frequently
Produce work that is subject to critique or external review	Frequently

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Rarely
Standing for long periods	Occasionally
Working outdoors	Rarely
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Handling collection items	Never
Climbing	Rarely
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Rarely
Repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Locally	Occasionally
Interstate	Rarely

SPECIFIC HAZARDS		FREQUENCY
Working at heights		Never
Exposure to extreme temperatures		Never
Operation of heavy machinery e.g. forklift		Never
Excessive noise		Rarely
Low lighting		Rarely
Handling of dangerous goods/equipment		Never
Mandatory Personal Protective Equipment required		Occasionally
SAFETY TRAINING, PERMITS AND CERTIFICATES		REQUIRED
NPG Induction		✓
Driver's Licence		X
WHS Awareness for Workers		✓
WHS Awareness for Supervisors		X
Manual Handling		✓
Provide First Aid		X
Fire Warden		X
Chief Warden		X
Business Continuity		✓
Hostile Intruder and Lockdown		✓
White Card		X
High Risk Work Licence		X
Work Safely at Heights		X
Elevated Work Platform		X
Verification of Competency for plant and equipment		X
DESIGNATED EMERGENCY ROLES	REQUIRED	
First Aid Officer	X	
Area Warden	X	
Floor Warden	X	
Deputy/Chief Fire Warden	X	
Business Continuity Team Member	✓	
Business Continuity Team Leader/Deputy	X	
Authorised Officer	X	

Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.