

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

May 2025

Position Details	
Title	Governance and Risk Coordinator
Classification	APS6 PN6792
Salary	\$96,236 - \$112,919
Section	Corporate Services
Security Clearance	National Police Check & Baseline Clearance
Contact Officer	Manager, Governance and Risk

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 reflect the face of Australia. It is the place where the national story unfolds with clarity, without complacency or self-satisfaction. We use portraiture to tell Australian stories and 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

The Governance and Risk Coordinator provides assistance and support to the NPG Board and Executive. The role is responsible for the coordination of Board meetings, providing Secretariat support to the four Board Sub-Committees, and coordinating the preparation of the Corporate Plan and Annual Report. The Governance and Risk Coordinator also provides support to the Manager Governance and Risk in developing and maintaining policies and monitoring organisational performance. The position reports operationally to the Manager Governance and Risk, however the role requires engagement with a variety of business areas and works closely with others in Corporate Services.

Specific Tasks

- Coordinate and provide support for the meetings of the Board and four Board Committees, including logistical coordination for meetings, the preparation of agendas and complex papers, and detailed and accurate meeting minutes for Committees.
- Coordinate NPGA's relationships with Board and Committee members, departmental representatives, and other external stakeholders as required, while ensuring efficient and professional communication with both stakeholders and NPGA staff.
- Develop and maintain governance practices for the Board and its committees, ensuring compliance with relevant legislation, policies, and procedures.
- Coordinating the development and publication of the NPGA's planning and performance documents, primarily the Annual Report and Corporate Plan, in order to meet our legislative requirements and report on the delivery of our strategic and corporate goals and objectives.
- Provide high level assistance to the Executive Team and Board as required, including research, policy development, internal coordination and drafting of briefings and correspondence.
- Support the processing of Freedom of Information (FOI) requests as they arise.
- Assist the Manager, Governance and Risk, with the management and coordination of the NPGA's internal audit program, risk management framework and internal policy documents as required.

Section Criteria

- Demonstrated ability to communicate effectively both verbally and in writing, including the ability to prepare high quality and accurate papers and reports.
- Ability to provide secretariat services to Boards and Committees, including taking minutes, managing action items, and compiling papers, or related experience.
- Ability to gain an understanding of corporate governance frameworks and accountability issues in an Australian Government environment, as they apply to a cultural institution.
- Excellent interpersonal skills and the ability to work effectively in a fast paced, adaptive team environment and develop and maintain productive working relationships with stakeholders and staff members.
- Experience and ability to support productive working relationships as a team member with a client focused approach.
- An ability to prioritise, plan and organise work independently and be accountable for work output.

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 with Jennifer Dunstan, Manager, Governance and Risk on (02) 6102 7052 or by email at jennifer.dunstan@npg.gov.au

Applications close midnight Monday 30 June 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 HOURS	FREQUENCY
Flexible working hours	Frequently
Fixed start/finish times	Occasionally
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	Occasionally
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)	Occasionally
Work directly with visitors and the public	Occasionally
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	Occasionally
Lifting 10kg+	Occasionally
Handling collection items	Never
Climbing	Never
Reaching	Rarely
Bending/squatting	Rarely
Push/pull	Rarely
Repetitive movements in a short amount of time	Rarely

TRAVEL	FREQUENCY
Locally	Rarely
Interstate	Rarely
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Rarely
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	Never
SAFETY TRAINING, PERMITS AND CERTIFICATES	REQUIRED
NPG Induction	✓
Driver's Licence	X
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	X
Manual Handling	X
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.