

# NATIONAL PORTRAIT GALLERY

## POSITION DESCRIPTION

Position Details	
Title	Governance and Risk Manager
Classification	EL1, PN6773
Salary	\$119,560 - \$140,814
Section	Corporate
Security Clearance	Baseline
Contact Officer	Chief Operating Officer - Trent Birkett (02 6102 7190)

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 Manager manages corporate governance and risk, and reports operationally to the Chief Operating Officer. The role manages the Governance and Risk Coordinator (APS6) and works closely with the Executive Office.

### Specific Tasks

1. Overseeing the preparation of the Gallery's corporate governance framework including development, implementation and monitoring of the Corporate Plan, the Annual Report and strategic planning.
2. Undertake performance reporting against the corporate governance framework to ensure the effective delivery of, and compliance with the Gallery's accountability obligations and corporate goals and objectives.
3. Manage enterprise risk, including updating and monitoring of the enterprise risk register and managing Comcover insurance arrangements. The role also provides support to business areas in implementation of the NPG risk framework.

4. Manage the Gallery's internal audit processes and reporting to the Audit Committee
5. Manage business continuity planning, and in coordination with the Manager Facilities and Collections Manager, manage emergency management.
6. Assist and provide direction to the Governance and Risk Coordinator on Board and Committee secretariat matters.
7. Maintain the Gallery's policy registers ensuring policies are reviewed and updated as required.
8. Perform the role of the Fraud Control Officer and ensure the fraud prevention and control framework meets the requirements of the *Commonwealth Fraud Control Guidelines 2011*.
9. Manages relationships with key stakeholders and requests for information, including the Board and Office of the Arts.
10. Providing assistance to the Chief Operating Officer in compliance with a variety of legislative obligations.

### **Section Criteria**

1. Demonstrated understanding of governance and reporting cycles in a Commonwealth Government Environment.
2. Strong knowledge and experience of developing and implementing risk management frameworks and business continuity management practices consistent with best practice.
3. Experience or understanding of corporate governance practices, including strategic secretariat support.
4. Strong communication and negotiation skills, including the preparation of corporate, policy and briefing documents.
5. Demonstrated conceptual and analytical skills with the ability to understand strategic priorities and stakeholder expectations in a cultural environment.
6. A high degree of personal integrity and accountability with a demonstrated capacity to achieve results under pressure.

### **Desirable Qualifications, Experience or Training**

Certificate IV in Government (Fraud Control) or equivalent

### **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 [hrservices@npg.gov.au](mailto:hrservices@npg.gov.au) by the deadline listed below.

If you need more information, please get in touch with Trent Birkett, Chief Operating Officer on (02) 6102 7190 or by email at [trent.birkett@npg.gov.au](mailto:trent.birkett@npg.gov.au).

**Applications close midnight Monday 28 July 2025**

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)	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	Rarely
Climbing	Rarely
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Repetitive movements in a short amount of time	Rarely

TRAVEL	FREQUENCY
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Locally	Frequently
Interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Rarely
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	Rarely
MANDATORY PERSONAL PROTECTIVE EQUIPMENT	REQUIRED
Safety Footwear (operation of heavy machinery/lifting)	X
Gloves (Lifting/exposure to extreme temperatures/ handling of dangerous goods/equipment)	X
Hearing Protection (excessive noise)	X
Hi Visibility Clothing (operation of heavy machinery)	X
Protective Eyewear (handling of dangerous goods/equipment)	X
Warm Clothing (exposure to extreme temperatures)	X
SAFETY TRAINING, PERMITS AND CERTIFICATES	REQUIRED
NPG Induction	✓
Driver's Licence	X
WHS Awareness for Workers	✓
WHS Awareness for Supervisors	✓
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

**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.**

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	✓