



Position title	Manager, Security
Position number	Position No. 1501
National Gallery level	NGA Executive Level 1
Department	Capital Works Taskforce
Portfolio	Building Services and Infrastructure
Employment type	Ongoing - Full-time
Immediate supervisor	Head Facilities Management
Direct reports	Assistant Manage Security (NGA 6) Security Support Officer (NGA 3) Security Officers (NGA 2 and NGA 3)
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police check Security Clearance - Negative 1 Vetting Drivers Licence - Class C

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 excellence, creativity, courage, respect, and accountability.

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 Security Manager is responsible for high level leadership and managing the delivery of the National Gallery's physical and personnel security requirements. As the Manager, in Security this position reports directly to the Head of Estate Management and also provides security advice to our Chief Operating Office (COO) and consults with the Chief Information Officer.

The role provides operational security advice and support; development and implementation of Gallery security policies and procedures; management, supervision and training of staff; liaison with security agencies and internal and external clients; management of security projects, security service and staffing contracts; management of security operations for VIP visits during events; ensure preparation and supervision of the staff roster; and undertaking the role of Chief Warden.

This role presents an exciting opportunity to contribute to and support the ongoing efforts to building the National Gallery's capability and a positive security culture.

This position reports to the Head of Estate Manager and is responsible for Security. This position as Security Manager is an ongoing, full-time role with the facilities/security team.

OUR IDEAL CANDIDATE

Our ideal candidate is passionate about security and visitor experience in one of Australia's most significant national cultural institutions. You have experience in implementing and maintaining a protective security policy. You will have strong leadership skills with demonstrated team management experience. You are solutions focused in applying information effectively to problem solve and work within policy frameworks while achieving the best outcomes for the National Gallery. Your ability to anticipate changes in business needs and adapt strategies will ensure your success working in our changing environment. You strive for excellence and understand the bold agenda of the National Gallery to share art at our onsite facilities and across Australia. You will have the highest degree of integrity in your role, and you will promote and respect diversity and inclusion within your workplace and in your dealings with stakeholders.

1. High level people management skills and a demonstrated ability to lead a team responsible for the operation of key security services with a focus on delivering effective and efficient outcomes, including strong client service.
2. Extensive experience in the management of protective security, including demonstrated experience in the administration of security facilities, preferably in a public building (or similar) requiring the protection of high value assets.
3. Strong analytical and problem-solving skills along with highly developed observation capabilities within a security environment.
4. Highly developed project management skills, including administration, organisation, budget management, scheduling, monitoring and proven ability to select and manage external contracted services.
5. Effective written and oral communication skills with the ability to adapt messages to different audiences, advise, liaise, negotiate, influence stakeholders and work collaboratively with a variety of internal and external stakeholders.
6. Proven ability to apply strategic thinking and capability to drive change and implementation of security enhancements for better performance, tracking and reporting.

WHAT WILL YOU DO

In accordance with the APS Executive Level 1 work level standards, you will have the following key responsibilities:

- Coordinate and manage security requirements for the National Gallery's buildings, collection, staff and contractors including monitoring and evaluating performance on key security issues and programs and recommending corrective action as appropriate.
- As the Manager, Security you will provide high level and sensitive security advice to the Head of Estate Management.
- Manage the operation of the Security team through encouraging a collaborative approach to personnel and physical security measures that promote robust security practices and achieve the National Gallery's security objectives.
- Undertake strategic planning to drive and adopt security controls and systems that facilitate the National Gallery's capacity to function without compromising safety or security.
- Establish, implement and maintain effective procedures to achieve security outcomes that are consistent with the Australian Government Protective security Policy Framework (PSPF) and other relevant policies and legal requirements.
- Manage the Gallery's response to security-related crises, incidents and emergencies in accordance with the entity's security incident and investigation procedures.
- Strategically lead and manage the operations of a diverse team, including:
 - development of staff
 - development of policies, systems and procedures in accordance with the Protective Security Policy Framework for Physical Security, Incident Management and Investigation, Emergency Response and Crisis Management
 - development and coordination of work programs
 - determination of priorities and
 - ensuring compliance with accepted standards
 - Manage the financial resources of the Security Section
- Maintain knowledge of complex industry trends, current security issues and security technology and update management on risk and threat that could impact the Gallery.
- Provide support to the Facilities Management and Security Department in line with Gallery-wide requirements and work priorities, with particular emphasis on the Department's WHS and Risk Management activities.
- Undertake security planning, coordination and delivery for sensitive VIP visits to functions/events run at the Gallery.
- Monitor industry trends and advancements to ensure the Gallery is progressive in providing high security standards for staff, visitors and the collection.
- Along with the Head of Estate Management undertake the duties of Chief Warden.

WHO ARE WE LOOKING FOR

To be successful in this role you will need to demonstrate, or can develop the following,

You will:

- **Shape Strategic Thinking** by inspiring a sense of purpose and direction, you can provide direction to others regarding the purpose and importance of their work.
- **Achieve Results** when building the Gallery's capability and responsiveness to reviewing project performance and will focus on identifying opportunities for continuous improvement.
- **Cultivate Productive Relationships** that nurture internal and external relationships. You will build and sustain internal and external working relationships.
- **Exemplify Personal Drive and Integrity** when committing to action. You will take personal responsibility for meeting your work objectives and progressing your work.
- **Communicate with Influence** and communicate clearly and confidently presents messages in a clear, concise and articulate manner. You will focus on key points and uses appropriate, unambiguous language.

HOW TO APPLY

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 'Our ideal candidate' 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 'Who are we looking for?' section.

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.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check

Role specific qualifications certification and/or registrations include:

- A Diploma of Security and Risk Management (or related field), or progress towards this is desirable; or equivalent level of relevant work experience within the security environment.
- A current valid driver's licence is essential.

Contact

Further information about the position may be obtained by contacting Greg Ible on +61 2 6240 6469 or Greg.Ible@nga.gov.au.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.