



ROLE DESCRIPTION

Job Ad Reference: QLD/QAG281401

Closing Date: Tuesday 17 July 2018

Position Title: Head of Facilities

Classification: AO7

Location: Queensland Art Gallery/Gallery of Modern Art, Brisbane

ABOUT THE GALLERY

The Queensland Art Gallery | Gallery of Modern Art (QAGOMA) is a single institution with a multi-disciplinary staff of approximately 280, located across two adjacent river-side buildings in the Cultural Precinct at Brisbane's South Bank.

QAGOMA holds a Collection of over 17 000 works of historical, modern and contemporary art, and stages diverse Australian and international exhibitions complemented by events and public programming. The Gallery is home to the Children's Art Centre, which collaborates on interactive artworks with leading artists, and the Australian Cinémathèque, a dedicated cinema facility. The Gallery publishes on its exhibition program, tours exhibitions and programs throughout regional Queensland, and provides educational programs for all curriculum levels. It operates its own retail and food and beverage outlets and event hire services.

The Gallery is a statutory body managed by the Queensland Art Gallery Board of Trustees under the *Queensland Art Gallery Act 1987*.

We are committed to building a diverse and inclusive workplace by supporting equal opportunities irrespective of gender, culture, generation, sexual orientation or disability. We promote a respectful workplace culture. We recognise the importance of supporting and retaining a mobile, flexible and agile workforce.

If you would like further information about the Gallery please visit our website at: <http://www.qagoma.qld.gov.au/>

The Gallery's Vision and Mission Statements, and strategic principles are:

VISION

To be the leading institution for the contemporary art of Australia, Asia and the Pacific.

MISSION

To engage people with art and artists through memorable and transformative experiences onsite and online.

PRINCIPLES

- Access for all
- Recognition of Aboriginal and Torres Strait Islander peoples
- Leadership through research, learning and innovation
- Commitment to a sustainable, collaborative and inclusive culture

FACILITIES MANAGEMENT SECTION

ABOUT THIS ROLE

The purpose of this position is to lead and management the facility management strategies, systems and activities of the Queensland Art Gallery.

KEY DUTIES

- Provide expert strategic and operational advice and policy to the Executive Management team relating to facilities management.
- Lead the development of policy, and provide direction, advice and assistance to Gallery staff on facilities management issues and requirements.
- Manage the facilities management function at QAGOMA, and ensure outputs align with the Queensland Art Gallery's strategic plans and organisational objectives, and the Heritage Listed site's Conservation Management Plan:
 - Facilities management (include onsite and offsite storage)
 - Building maintenance planning and program (including building service contracts)
 - Capital works planning and program
 - infrastructure planning and program
 - QAGOMA Leasing and related licencing
 - Point of contact and negotiation with the Building Owner (Arts Queensland) for all related activities, including contract and service standards outcomes, ensuring compliance with gallery and contract service expectations
 - Procurement and Project Management activities as required, including advice to Arts Queensland during contract procurement and management of contracts and contractors on site.
- Coordinate the logistical and operational (facility) demands of planned and unplanned events and activities, (both Gallery programs and external hirers) across both sites to ensure their effective and efficient implementation, value for money and the achievement of high levels of visitor satisfaction.
- Develop and implement programs to address risk management including safety and security of staff, the public and museum assets, emergency and contingency planning.
- Develop and manage the business unit budget in line with strategic and operational priorities and ensure delivery within defined parameters, escalating any variances or issues.
- Represent QAGOMA, and develop and maintain productive working relationships and partnerships with internal and external stakeholders to ensure facility deliverables are met
- Lead and manage the Facilities team and provide positive leadership, communication, mentoring and performance management to team members.
- Foster an equitable and fair workplace ethos through the implementation of management standards and policies, performance planning and review, recruitment and selection, training and development, workplace health and safety, respect for procedural fairness and employment equity.

ARE YOU THE RIGHT PERSON FOR THE JOB?

Supports strategic direction – Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and *promotes* improved work practices.

Achieves results - Reviews project performance and focuses on identifying opportunities for continuous improvement. Values specialist expertise and capitalises on the expert knowledge and skills of others. Commits to achieving quality outcomes including managing contracts and agreements with third parties. Anticipates changes and builds contingencies and plans.

Cultivates productive working relationships – Builds and sustains positive relationships with team members, stakeholders and clients within a large scale gallery or visitor attraction. Actively listens to staff, colleagues, clients and stakeholders.

Displays personal drive and integrity – Acts professionally at all times and operates within the boundaries of organisation processes, legal and public policy constraints. Takes personal responsibility for meeting objectives and progressing work. Provides impartial and forthright advice. Shows strong commitment to learning and self-development, and accepts challenging new opportunities.

Communicates with influence – Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Approaches negotiations with a strong grasp of the key issues and the desired outcomes for the organisation.

Key Attributes for all roles within the Gallery are based on the Queensland Public Service Commission's Capability and Leadership Framework (CLF). This framework outlines a set of broad capabilities relevant to all positions within the agency. Click on the link for further information on the [CLF](#).

ADDITIONAL INFORMATION

- The role will participate in 'on-call' arrangements for incidents affecting the facility after hours.
- All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required during the recruitment process in order to ensure they can demonstrate their ability to meet the inherent requirements of the role.
- Preferred applicants are required to undertake a criminal history check by Australian Police Services. Only information relevant to the position will be considered.
- Any successful applicant who is not a current permanent employee of the Queensland Public Service will initially be appointed for a minimum three-month probationary period.
- All newly appointed employees to the Queensland public sector must disclose any previous employment as a lobbyist within the last two years.
- Applications will remain current for up to 12 months after closing date where identical vacancies may become available in this time.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
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For further information about this role contact Grant Kulmar on (07) 3840 7343.

HOW TO APPLY

Please apply online at www.smartjobs.qld.gov.au.

Your completed application must consist of the following:

- A 2 page statement which separately addresses each of the capabilities outlined under 'Are you the right person for the job?'
- Your current resume, including two (2) referees, one preferably your current supervisor, who may be contacted with respect to your application.

Should you be shortlisted, you may also be requested to participate in further activities designed to assess your experience or capacity. Assessment tools may include interview, written exercise or psychometric testing where applicable. Final selection will be based on all the above requirements.

Note that online submission of your application is the preferred method. If you are having difficulty with the Smart Jobs and Careers website please contact CAA Recruitment Services on (07) 3003 2341 or (07) 3003 2336 to enquire about alternative arrangements.

To find out more about the Art Gallery please visit our website at www.gagoma.qld.gov.au.