

Applicant Information

Thank you for your interest in applying for a position with the National Gallery of Australia (the Gallery). Please find attached a copy of the selection documentation which should help you in determining whether you wish to submit a formal application for the position.

The following information is provided to ensure that all applicants clearly understand the requirements of the selection process.

About the National Gallery

The purpose of the Gallery is to serve the public by enhancing understanding and enjoyment of the visual arts.

There are approximately 280 full-time, part-time and casual staff employed on Gallery functions.

Our *Values* govern and provide the basis for our behaviour, thus ensuring high levels of professionalism, integrity and impartiality in all aspects of our operations.

At the Gallery we value:

Integrity – doing what we say we will do, acting honestly, having pride in ethical behaviour, maintaining confidentiality and accepting responsibility and accountability.

Consideration – having respect for each other, valuing diversity, sharing information, recognising others' contributions, and acknowledging that humour and compassion are essential ingredients of our working life, as are loyalty, trust, teamwork and participation.

Excellence – being the best in what we do, being innovative, providing strong leadership both internally and to our collecting and exhibiting colleagues throughout Australia, and striving to achieve consistently high performance and superior business results.

Professionalism – having pride in our results, developing high quality relationships, using our expertise and experience for the good of the Gallery and our colleagues, and being proud to serve the public.

Benefits of working with the Gallery

Salary rates	Salary rates for all positions can be located in Appendix 1 of the <i>National Gallery Certified Agreement 2005-2008</i> .
Superannuation	<p>New employees are able to choose which superannuation fund contributions will be paid into. If no choice is made, contributions will be paid into the default scheme, which is the Public Sector Superannuation Accumulation Plan (PSSAP).</p> <p>Commonwealth employees who have an existing interest in either the CSS or PSSdb superannuation schemes will generally continue to have their employer contributions paid to that scheme.</p> <p>Employees may also elect to salary package additional superannuation contributions to a fund of their choice.</p>
Leave	<p>Employees are entitled to generous leave conditions including:</p> <ul style="list-style-type: none"> • Recreation leave (20 days per year) • Personal leave (18 days per year) • Purchased leave (up to 4 weeks per year) • Maternity leave (14 weeks full pay or 28 weeks half pay) • Paternity leave (2 weeks) • Adoption leave (up to 12 weeks) • Long Service Leave (3 months after 10 years service) • Leave Without Pay • Miscellaneous leave
Flexible working arrangements	The Gallery offers attractive work life balance opportunities including access to flexible working hours, Christmas closedown, home based work and access to part time hours.
Occupational Health and Safety	The Gallery has a well established occupational health and safety management system in place and actively promotes a safe and healthy work environment.
Other benefits	<p>Development – employees are encouraged to identify training needs and attend appropriate development opportunities.</p> <p>Studies assistance – employees who are undertaking tertiary study may be granted study leave and reimbursement of related expenses.</p> <p>Employee assistance – employees and their families have access to free and confidential counselling to assist with personal and/or work related issues.</p>

Relocation assistance	Relocation assistance may be available to employees who relocate from a locality other than the Canberra region.
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Conditions of Employment

Eligibility for permanent appointment	<p>To be eligible for permanent employment with the Gallery applicants must:</p> <ul style="list-style-type: none"> • Be an Australian citizen. • Not have received a redundancy benefit from a Commonwealth employer within the previous 12 months. • Be of good character, as evidenced by satisfactory police clearance. • Be assessed as medically fit to undertake the duties of the position.
Probation	<p>A probationary period of at least 3 months, and possibly longer, will allow a probationary employee to settle into the Gallery work environment, have their health and fitness assessed by an authorised medical practitioner and participate in performance reviews with their manager.</p>
Employment conditions	<p>Gallery staff are employed under the <i>National Gallery Act 1975</i>.</p> <p>Specific employment conditions are covered by the <i>National Gallery Certified Agreement 2005-2008</i>, unless an Australian Workplace Agreement is negotiated.</p> <p>As Commonwealth employees all Gallery employees are expected to uphold the Gallery's <i>Values</i> and comply with the <i>Code of Conduct</i>.</p>
Performance Management Scheme (PMS)	<p>The aim of the PMS is to develop a strong performance culture, increase productivity and individual performance, and ensure the alignment of individual effort to the key strategies and targets identified in the NGA's annual and strategic plans.</p> <p>Performance management is a continuous process that relies on each employee and their supervisor to identify the key tasks that they will be responsible for during an agreed period, identify how the achievement of these tasks will be measured and discuss performance and provide feedback on a regular basis.</p> <p>Salary advancements are linked to the PMS and participation in the scheme is mandatory.</p>

Preparing Your Application

Initial Preparation

Before you commence writing your application make sure you carefully read the following:

- the *Duty Statement* which lists the duties and responsibilities of the position; and
- the *Selection Criteria*, which specifies the key skills, abilities, knowledge, qualities and qualifications (if necessary) required to perform the duties of the position.

You are also encouraged to talk to the contact officer about the position and ask questions. It is in your interest to familiarise yourself with other corporate documentation including annual reports; the *National Gallery Act 1975*; *Strategic Plan*; and the *National Gallery Certified Agreement*. These documents are available on the website.

Presentation of your Application

Your application should be either typed or neatly handwritten. The following approach will ensure that adequate information is provided for the Selection Advisory Committee to assess your claims.

It is suggested that your application consist of three parts:

1. the enclosed cover sheet, with all boxes completed;
2. statement addressing the selection criteria; and
3. Curriculum Vitae (Work History - for the last ten years).

Statement Addressing the Selection Criteria:

Your statement addressing the selection criteria is the most important part of your application as it will be used by the Selection Advisory Committee to determine whether or not you are selected for interview.

It is therefore most important that you provide an outline of your claims in respect of each criterion. Use the selection criteria as headings and under each heading explain the relevance of your abilities, experience, qualifications, standard of work performance and personal qualities as they relate to the tasks on the duty statement. Avoid using broad statements and ensure you provide relevant examples and highlight any achievements which will demonstrate your claims against each criterion.

In preparing your statement, concentrate on the quality of the information provided, not the quantity. It is important to note that in some instances selection committees choose the successful candidate based on the application and referee comments only (ie: it is not always necessary to conduct an interview).

Your Curriculum Vitae:

This should comprise personal particulars and a chronological outline of your work history relevant to the position sought. The following format is suggested:

- Full Name.
- AGS Number (if you are employed in the Australian Public Service).
- Substantive classification.
- Current acting classification (if applicable).
- Educational qualifications - including name of qualification, date and institution. If your qualifications are only partly completed give name of institution and date when course was started.
- Employment history - including dates, position occupied, name of employer, work area and brief outline of duties undertaken.

Referees

Always include the name, location and day time contact number of two referees, preferably your present and former supervisors. Your referees may be contacted at any time during the selection process, but are usually only contacted if you are considered to be in serious contention for the position. The Selection Advisory Committee may also request that written referee reports addressing the selection criteria are brought along to the interview.

Closing Times

Applications will be accepted until 5.00 pm on closing date notified in the advertisement. Your application should be sent to:

The Recruitment Officer
National Gallery of Australia
GPO Box 1150
Canberra ACT 2601

Applications may also be faxed to (02) 6270 6407 or emailed to recruitment@nga.gov.au.

Late Applications

If you are not able to lodge a full application by the closing date, you should discuss your circumstances with the contact officer to find out if a late application will be accepted.

The Selection Process

The following information details the stages involved in this selection process:

Stage	Description
Shortlisting	Initial shortlisting will involve assessment of your application, including your claims against the selection criteria, and resume. It is important that you address each selection criterion thoroughly and succinctly in your application and only include information that is relevant to the position.
Interview	If shortlisted you may be required to attend an interview.
Referee reports	Please include details of two referees on the Personal Particulars Form. Referees may be contacted at any time after the closing date for applications. Please note any sensitivity about this on the form. The Selection Advisory Committee will only seek referee reports for those applicants who have been shortlisted.
Approval	The Selection Advisory Committee produce a selection report containing recommendations based on the relative capacity of the applicants against the selection criteria. The report is submitted to a senior member of staff authorised by the Gallery Council (the delegate) who makes the decision.
Advice and feedback	All candidates are advised if they are successful or unsuccessful in gaining a position. Information about obtaining feedback will be sent to you in writing at the end of the selection process.
Further information	<p>If you would like further information about the Gallery please visit our website www.nga.gov.au or contact the nominated contact officer for the position.</p> <p>Applicants who wish to withdraw at any stage during the selection process should send notification of their withdrawal in writing to the Recruitment Officer.</p>



Merit Selection

All appointments to the National Gallery are based exclusively on merit to ensure equal employment opportunities for all.

Should you require any further information you should contact the Recruitment Officer on (02) 6240 6447.

Personal Particulars of Applicant

The Position

Position Number	Classification
Source of Advertisement (eg Canberra Times)	
Applications Close:	

Personal Details

Surname	Given Name	
Postal Address		
Telephone - Work ()	Home ()	Mobile
Male [] Female []	Aboriginal & Torres Strait Islander []	
Non English Speaking Background []	Disability []	
Date of Birth:		
Are you an Australian Citizen?		
If not, do you have permanent residency/work visa?		

Employment Details

Current Employer
Classification
Are you employed in the Australian Public Service? Yes or No
If yes, please provide your AGS Number:
If you are selected for an interview may we contact you at work? Yes or No
Have you received a redundancy benefit from an APS Agency or a non-APS Commonwealth Employer in the last 12 months? Yes or No
<i>If yes, you cannot apply for ongoing employment with the NGA</i>

Referees

1. Email contact:	Ph:
2. Email contact:	Ph:

Please attach this form to your application.

The information you are asked to provide to the NGA is personal information and is protected by the *Privacy Act 1988*. The NGA collects your personal information to manage your employment within the NGA, including all matters relating to recruitment, work performance, payment of salary and leave. The NGA will not disclose this information to other parties other than in accordance with the *Privacy Act 1988*.

Guidelines for Referees

As a referee you are an important part of the selection process. When assessing applicants, delegates and selection advisory committees generally rely on referees as a major guide to assess the standard of an applicant's work performance.

When approached by an employee for a referee report, it is your responsibility to provide an accurate and honest assessment against the selection criteria for the position. Attached is a pro forma referee report form which should be used to comment on all the selection criteria individually. It is important that you provide as much information as you can and, where possible, provide examples of the applicant's experience and abilities.

If you are unable to provide comments against any of the selection criteria you should note this in the relevant section of the pro forma.

Your comments will assist the Selection Advisory Committee to make an informed decision regarding the suitability of the applicant.

To minimise the likelihood of an applicant being aggrieved and seeking a review of the selection process, the following tips may be useful:

- Be honest and fair in your appraisal of the applicant's suitability, knowledge and experience for the position.
- Allow the applicant the opportunity to comment on your report.
- Provide the report before the interviews take place if you are a member of the Selection Advisory Committee or the Delegate for approving the selection exercise.
- Provide sufficient information to assist the assessment process.
- Be aware that you will often be required to assess an applicant's suitability for a position higher than the level at which they are currently occupying and frame your comments accordingly.

Referee Report

Position Details	
Classification	
Position	
Name of Applicant	
Name of Referee	
Relationship to Applicant	
Contact Number	
Contact Email	

Criterion One
Comments:

Criterion Two
Comments:

Criterion Three
Comments:

Criterion Four
Comments:

Criterion Five
Comments:

Criterion Six
Comments:

Signature of Referee Date ___/___/___