



Employment at the Museum of Australian Democracy at Old Parliament House

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy (MoAD) at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Museum of Australian Democracy encourage application from the diverse Australian community including Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and those from culturally and linguistically diverse backgrounds.

To be eligible for employment you must be an Australian Citizen and the successful candidate will be required to undergo an Australian Government security clearance and maintain it at the baseline level.

Your application

Please provide a concise statement of no more than two pages outlining your relevant skills and experience.

No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key attributes in relation to the duties of the position.

Application details

Your application must include:

- A completed application cover sheet - (available on the [MoAD website](#))
- Concise statement of claims (maximum of 2 pages)
- Resume outlining your career history, qualifications and contact details for at least two recent referees.

Diversity and Inclusion

MoAD encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.

Security Clearance – The successful applicant will be required to undergo an Australian Government Security Clearance and maintain it at the baseline level.

Further information about security clearances can be found on the Department of Defence website at www.defence.gov.au/agsva

Employment Conditions

All terms and conditions can be found in the [Old Parliament House 2017–2020 Enterprise Agreement](#)

Submission

Please submit applications by the closing date and time electronically to:



recruitment@moadoph.gov.au

We will also accept applications by post to:



PO Box 3934, Manuka, ACT 2603

Applications will **not** be acknowledged upon receipt.

We will not accept applications received after the closing date, unless an agreement has been made with the contact officer.

Application Pack

Reference No:	NP
Title:	Project Coordinator
Classification:	APS Level 6
Employment Status:	Non-Ongoing
Employment Type	Full-time
Salary:	\$75,826 – \$87,304
Branch:	Operations and Audience Engagement
Section:	Facilities and ICT
Team:	Strategic Project
Security Clearance required:	Baseline
Contact Officer:	Ms Marika Behr on 02 6270 8104
Closing Date:	Midnight – 4 October 2017

About The Position

The facilities and ICT Section is engaged in the provision of facility management services for Old Parliament House, including maintaining the building, providing a clean, healthy environment for staff and visitors and ensuring public safety in terms of emergency services and security. The section is also responsible for the progressive restoration and upgrading of the building infrastructure and managing refurbishment projects and larger capital work whilst ensuring the preservation of the heritage fabric.

Working in a small team responsible for strategic planning and delivery of capital works, this position will focus on planning and delivery of major refurbishments and capital works, minor works projects, developing briefs and specifications, arranging contracts and overseeing the management of the works including staff and contract management and financial control.

You will need experience in the management of building works projects from inception to completion, a sound understanding of construction contracts and tendering within defined budgets. Excellent organisational skills, the ability to determine priorities and meet deadlines, well developed computer and writing skills are required. Qualifications in a construction-related discipline or an understanding of issues relating to museums, galleries or heritage buildings is desirable.

Position Duties

1. Assist the Manager, Strategic Projects with the delivery of the 2017-2020 Capital Works Plan, including with regular reporting to key stakeholder groups (Such as the Steering Committee) on the delivery of capital works projects.
2. Develop briefs for major and minor projects (including infrastructure and refurbishment and exhibitions); prepare approval documentation as required; prepare contracts for consultants and contractors to carry out the works manage the calling of tenders and evaluation prepare reports.
3. Coordinate and monitor contract with consultants and contractors; liaise with designers, project managers and contracts regarding the management of the works; oversee the preparation of specifications, drawings and other documentation; check consultants' documentation and arrange approval.
4. Coordinate scope, design changes and total cost; monitor progress of the work; manage quality and consistency of development; oversee the processing of payments to contractors and consultants.
5. Undertake stakeholder consultation to ensure that heritage, exhibitions design, and facilities requirements are addressed in scopes of services for tenders and project delivery outcomes.

Position Requirements

1. Demonstrated experience in managing capital works projects from inception to completion, scope definition and the ability to reconcile strategic requirements, plan and coordinate resources, identify and manage risks and meet time, costs and quality objectives.
2. Demonstrated knowledge of Commonwealth government procurement requirements and procedures; experience in preparing specifications and tender documents for construction works; a sense of probity and the ability to establish value for money in evaluating complex tenders
3. Excellent communication (written and oral), presentation and interpersonal skills, including the ability to liaise with others on sensitive issues.
4. Highly developed organisational and time-management skills, with a demonstrated ability to determine priorities, exercise sound judgement and initiative, to deliver required outcomes on time and within budget.
5. Understanding of issues relating to condition in heritage buildings including the *Environment Protection and Biodiversity Conservation Act*, Work Health & Safety, and an understanding of related operation and protocols would be an advantage.
6. Proficiency in the use of the MS suit of products, such as Excel, Word and Outlook. Experience with project design documentation and management systems is highly desirable.



Desirable

- Experience in the management of building works projects
- Qualification in a construction-related discipline or an understanding of issues relating to museums, galleries or heritage buildings
- A proven understanding of the issues involved in undertaking building works in an occupied public building where separation of activities from staff and/or public areas cannot always be achieved.