



Museum of  
Australian Democracy  
Old Parliament House

## APPLICATION PACK

<b>Reference No:</b>	34007
<b>Title:</b>	Manager People & Strategy
<b>Classification:</b>	Executive Level 1
<b>Employment Type:</b>	Non-Ongoing for 12 months with the possibility of ongoing
<b>Hours per week:</b>	37hours 30minutes (Full-time)
<b>Salary:</b>	\$96,343 - \$108,909
<b>Section:</b>	People, Strategy & Museum Experience
<b>Team:</b>	People & Strategy
<b>Security Requirements:</b>	Baseline Security Clearance
<b>Supervisor:</b>	Section Head - People, Strategy & Museum Experience
<b>Open Date:</b>	9 September 2020
<b>Closing Date:</b>	23 September 2020 (11:59pm)
<b>Contact Officer:</b>	Helen Ward on 02 6270 8285

### **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 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.

### **Position Details**

This position is responsible for the operational management of the human resource, planning and governance services across the agency. The position requires an excellent understanding of human resource management and a good understanding of planning and governance practices in the Australian Government environment and the capability to apply this within the agency.

The position leads a small team who deliver human Resource, planning and governance activities. The team is committed to providing excellent, client focused services to our staff. The successful applicant will need to demonstrate strong leadership, coordination, liaison and relationship management skills. They will also need to demonstrate superior analytical capacity and sound judgment, including ability to generate innovative solutions and present this to the agency's executive management.

## Duties

---

1. Manage activities relevant to the agency's Human Resource Management obligations including:
  - Recruitment
  - Workplace Relations
  - External and Internal Reporting
  - Performance Management
  - Case Management
  - Learning and Development
  - Health and Wellbeing.
2. Manage activities relevant to the agency's Corporate Governance obligations including:
  - Business Continuity
  - Internal Audit
  - Certificate of Compliance
  - Business and strategic planning
  - Key Performance indicator development and reporting
  - Privacy
  - Agency and APS wide reporting.
3. Undertake and manage the preparation of internal and external briefing and correspondence, including Ministerial briefing and correspondence, Estimates briefing, other documentation for senior management and manage any follow-up actions.
4. Management and oversight of the provision of secretariat services to the agency's Board, Audit committee and other bodies as appropriate.
5. Contract management of third party providers for Payroll, Records Management and Audit Services.

## Skills & Key Attributes

---

To be successful for this role you will need to demonstrate:

- Extensive experience in the delivery of human resource functions
- Understanding of planning and governance requirements and practices in the Australian Public Service
- High level leadership and interpersonal skills
- Extensive experience in policy development and implementation
- Extensive experience in workplace relations, including complex case management and negotiation of enterprise agreements
- Capacity to effectively manage multiple competing demands and priorities
- Resilience, self-motivation and drive

## Essential Requirement

It is expected that applicants will have made significant achievements in roles similar to one or more of the functions of the People & Strategy team. Appropriate qualification and/or work experience may include:

- Human Resources Management
- Corporate Governance
- Business Administration
- Auditing, risk, governance, or compliance management
- Committee support and high-level secretariat functions
- Project or program management including some governance elements.

## 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.

## 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 against the position requirements.

## Application Details

---

Your application must include:

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

## Eligibility

---

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

- **Citizenship** – Applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

## Employment Agreement

---

All terms and conditions for employment at MoAD can be found in our [Enterprise Agreement](#).

## Submission

---

- Please submit applications by the closing date and time to the MoAD recruitment inbox at [recruitment@moadoph.gov.au](mailto:recruitment@moadoph.gov.au) or by mail to PO Box 3934, Manuka ACT 2603.
- On lodgment of your application into the recruitment inbox, you will receive a generic acknowledgement. If you do not receive the acknowledgement, please contact the recruitment officer to ensure your application has been received.
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.