



APPLICATION PACK

POSITION DETAILS	
Reference No	34022
Title	People & Strategy Officer
Classification	APS Level 4
Employment Type	Ongoing
Working Hours	Full time
Salary	\$66,534 - \$71,769 + 15.4% Superannuation
Section	Finance & Business
Team	People & Strategy
Conditions	Baseline security clearance
Contact Officer	Katrina Lenihan on 02 6270 8192
Opening Date	Friday 19 November 2021
Closing Date	Thursday 2 December 2021 (11:59pm)

DIVERSITY AND INCLUSION

The Museum of Australian Democracy (MoAD) prides itself on promoting diversity and inclusion within the organisation, and as such encourages applications from the diverse Australian community. This includes Aboriginal and Torres Strait Islander people, people that identify as having a disability, people of all ages, people that identify as belonging to the LGBTIQ+ community and those from culturally and linguistically diverse backgrounds.

To assist in the application process we accommodate requests of reasonable adjustment for people with disabilities. 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.

MUSEUM OF AUSTRALIAN DEMOCRACY (MoAD)

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.

ABOUT THE TEAM

The People & Strategy team manages the Human Resources activities and functions within the agency. This includes administration of payroll, recruitment and selection, performance management, workforce planning, employee terms and conditions, learning and development, staff health and wellbeing, performance reporting and the development and implementation of policies and procedures.

The team also provides high-level support and advice to the Executive Management Group, administrative services for Board and Audit meetings, as well as developing and implementing systems, guidelines and key processes to ensure accountability and performance requirements are met.

ABOUT THE POSITION

The People & Strategy Officer is the first point of contact for internal and external shareholders and is responsible for supporting and coordinating the administration activities of human resources.

DUTIES

Under the general direction of the People & Strategy Coordinator:

1. Assist with the technical day to day payroll and administration of conditions of service through the Aurion payroll system to ensure salary related payments and personnel records are maintained accurately.
2. Respond to general incoming enquiries in a timely manner while providing accurate advice to the Human Resources & Recruitment Mailbox.
3. Manage the administration of recruitment activities from advertising through to onboarding a new employee.
4. Manage administrative support for security clearance processes.
5. Undertake the responsibilities of inducting new employees and monitoring probation periods.
6. Provide administrative support for a broad spectrum of HR activities including Learning and Development and Health initiatives.

KEY ATTRIBUTES

- Capacity to work in a busy environment with demonstrated skills in time management, multi-tasking and working with competing priorities.
- Demonstrated ability to work effectively within a small team, share knowledge, show initiative, and take responsibility for personal development.
- Well-developed written and oral communication skills with the proven ability to build and sustain positive working relationships and have a high level of attention to detail.
- Ability to use a range of applications such as: Aurion, Microsoft Word, Excel and the capability to quickly acquire knowledge of other relevant systems.

YOUR APPLICATION

- Please provide a concise statement of claims of no more than 2 pages.
- When framing your statement, please ensure you adequately demonstrate your skills, qualifications and experience against the duty statement and key attributes for this position.

APPLICATION DETAILS

Your application must include:

- A completed application cover sheet (available on the [MoAD website](#))
- Concise statement of claims (no more than 2 pages)
- Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 2-4 pages)

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 and maintain a security clearance at the baseline level.

SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to



recruitment@moadoph.gov.au

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact the Recruitment Officer on 02 6270 8192
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.