



Old
Parliament
House

APPLICATION PACK

Reference No:	10007
Title:	Executive Officer
Classification:	APS Level 6
Employment Type:	This recruitment process is to create a merit pool and a vacancy may not currently exist. If you are successful in the application and assessment of this process you will be placed in a merit pool and may be contacted if the position becomes available. This may be for ongoing or non-ongoing opportunities that arise over the next 12 months.
Hours per week:	37hours 30minutes
Salary:	\$79,444 - \$91,470 + 15.4% superannuation
Section:	Executive
Team:	Executive
Security Requirements:	Baseline Security Clearance
Open Date:	11 October 2021
Closing Date:	24 October 2021 (11:59pm)
Contact Officer:	Mr AJ Ribbons, Manager People & Strategy on 6270 8285

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 to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

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.

About the position

The successful candidate will be responsible for the management of the executive office including workflow and the provision of high level organisational and administrative support to the Director, Deputy Director, Executive Management Group and the OPH Board.

Duties

1. Prepare presentations including speeches, undertake research, organise travel and accommodation, process invoices and budget management, process and record incoming and outgoing correspondence and diary management.
2. Review incoming documentation and prepare high quality and timely responses to enquiries and correspondence, including preparing responses for the Director, Deputy Director and/or Executive Management Group.
3. Provide efficient and effective secretariat services including meeting coordination, liaison with internal and external stakeholders, preparation of complex papers, attendance of committee meetings and the provision of detailed and accurate minutes and following up on action items.
4. Manage complex cross-organisational tasks, adhering to tight timeframes that meet committee and stakeholder requirements.
5. Ensure the maintenance and record management of all Board records including the Board Charter, meeting minutes, actions, and decision registers, as well as the forward agenda setting plan.
6. Build and maintain strong, positive, and constructive relationships with all stakeholders. This will include members of Parliament, other Executive Officers across the APS and cultural sector as well as portfolio agency heads and other senior officials.
7. Act as the principal point of contact on issues and projects as required.

Key Attributes

- Strategic thinker that loves problem solving.
- Advanced communication skills, accuracy, and strong writing capabilities.
- Manage multiple competing priorities with high level of attention to detail.
- Enjoys working in a supportive environment; and
- Consolidate a vast array of different opinions and ideas into one unified direction going forward.

Your Application

- 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** – 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.

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 electronically 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 8297 or 02 6270 8192.
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.