



Old
Parliament
House

APPLICATION PACK

Reference No:	10002
Title:	Executive Officer
Classification:	APS Level 5
Employment Type:	Non-Ongoing for 12 months with the possibility of Ongoing
Hours per week:	37hours 30mins
Salary:	\$71,488 - \$75,837 + 15.4% Superannuation
Section:	Executive
Team:	Executive
Security Requirements:	Baseline Security Clearance
Supervisor:	Director
Open Date:	20/11/2020
Closing Date:	06/12/2020
Contact Officer:	Lee Ann Pluis 02 6270 8171

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.

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.

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 Board.

Duties

1. Preparation of presentations including speeches, undertaking research, organising travel and accommodation, processing invoices and budget management, processing and recording incoming and outgoing correspondence and diary management
2. Provision of 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
3. Managing tight time frames to meet committee and stakeholder requirements
4. Ensuring the maintenance and record management of all Board records including the Board Charter, meeting minutes, action and decision registers, as well as the forward agenda setting plan.

Key Attributes

Our ideal candidate will have:

- Experience in providing high level organisational and administrative support to the Director and Senior Executive
- Excellent communication skills both written and verbal
- Strong customer service approach and the ability to develop and maintain productive working relationship and peers and stakeholders
- Ability to prepare high quality and accurate papers including general correspondence, briefings and minutes
- Ability to work flexibility, prioritise tasks, problem solving and exercise sound judgement
- Demonstrated experience in coordinating responses from various sections within the agency for input into briefs and agency reporting requirements.

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, skills and experience 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.

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