



Old
Parliament
House

APPLICATION PACK

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.

Eligibility

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

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.

POSITION DESCRIPTION

Reference No:	31104
Title:	Manager Heritage and Collections
Classification:	Executive Level 1
Employment Status:	Ongoing
Employment Type:	Full-time
Salary:	\$96,343 - \$108,909 plus superannuation
Section:	Heritage, Communications and Development
Team:	Heritage and Collections
Security Clearance required:	Baseline
Contact Officer:	Edwina Jans – 02 6270 8234
Closing Date:	Midnight – Monday 22 April 2019

About The Position

The Manager Heritage and Collections will lead a small team and is integral to the operations of MoAD, playing a key role in managing the heritage values of the place and its collections. Old Parliament House is on the National and Commonwealth Heritage lists and is protected under the *Commonwealth Environment Protection and Biodiversity Act 1999* (EPBC Act).

The role of the Heritage and Collections team is the implementation of key documents including the Heritage Management Plan, Collection Management Policy and Procedures and the Disaster Management Plan to ensure organisational outcomes are achieved in harmony with heritage values that recognize, preserve and communicate the spirit of place. The role contributes to the successful completion of capital building projects, exhibitions and collection storage and data management.

Key Attributes

- Management abilities of a high order together with a high level of achievement orientation, strategic thinking and analytical skills
- A high level of motivation, initiative, judgment and commitment, together with a demonstrated ability to manage workloads and priorities to meet organisational objectives
- Experience and success in heritage and collections management, including approvals as it relates to heritage place management, applying collection management sector standards, use of digital data management tools
- Sound knowledge in preventive conservation, collection storage and pest management systems within a museum environment
- High level oral and written communication skills and interpersonal skills, including the ability to represent the organisation and develop productive working relationships with stakeholders
- Demonstrated ability to prepare high quality reports and documentation to a high standard. Knowledge of KeEMu, Word, Excel and Photoshop highly desirable.

Duties

- Management of the Heritage and Collections team, including staff, procurement and financial management activities.
- Manage and undertake investigations and studies to provide information and develop policy advice on heritage, conservation and collection management issues.
- Collaborate with other areas of the museum to implement the Heritage Management Plan and Collection Management Policy.
- Develop, implement and supervise work programs, provide advice on and/or carry out research into the management of the museum collections and loan programs and conservation of the place and collections.
- Prepare briefs, contracts, correspondence and approvals documentation as it relates to heritage, conservation and collection management at the museum.

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 the [Old Parliament House 2017-2020 Enterprise Agreement](#)

Your application

Please provide a concise statement of claims of no more than two pages.

There is no selection criteria. When framing your statement, please ensure you adequately outline your relevant skills and experience against the key attributes and duties of this position.

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.

Submission of application

Preference for submission of applications is electronic. We will accept applications submitted by post.



recruitment@moadoph.gov.au



The Recruitment Officer
Museum of Australian Democracy at Old Parliament House
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.