



Museum of Australian Democracy  
at Old Parliament House

## APPLICATION PACK

POSITION DETAILS	
Reference No	32006
Title	Project Coordinator
Classification	APS Level 6
Employment Type	Ongoing
Working Hours	Full Time
Salary	\$83,382 - \$96,004 + 15.4% Superannuation
Section	Capital Projects
Team	Capital Projects
Eligibility	Baseline
Contact Officer	Pip Harrington (02) 6270 1805
Opening Date	Friday 8 September 2023
Closing Date	Sunday 24 September 2023 (11:59pm)
Special Note	A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD

### 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.*

*RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information visit the [APSC website](#).*

*MoAD accommodates requests for reasonable adjustment for people with disabilities to participate in an interview. Including, offering onsite tours to potential employees before their interviews to gauge any possible access barriers and to comfortably see staff spaces before*

*committing to interview or the job position. Please indicate this in your coversheet or contact the recruitment officer on 6270 8118.*

## **MUSEUM OF AUSTRALIAN DEMOCRACY (MoAD)**

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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**

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Reporting to the Manager - Strategic Projects, the Project Coordinator will play a key role in the successful delivery of the Museum's ongoing capital works program.

This position will be part of a small team responsible for planning and delivery of capital works, with a focus on managing major refurbishment and restoration projects and upgrading of the building infrastructure whilst ensuring the preservation of heritage fabric. It will also include minor works projects, developing briefs and specifications, arranging contracts and overseeing the works including contractor and financial management.

## **DUTIES**

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Under direction from the Manager - Strategic Projects, within tight deadlines, the Project Coordinator will be expected to:

- Coordinate all aspects of the day-to-day management of capital projects including contractor management, scheduling, site inspections, quality control and communication.
- Develop and/or assist with the preparation of briefs for projects; prepare documentation for heritage approvals and closure reports; manage internal procurement processes.
- Review and assess consultant design documentation, drawings, specifications and reports.
- Review tender packages prior to release to market then assess resulting trade recommendations, seeking value for money outcomes in line with Commonwealth Procurement Rules.
- Prepare reports for regular reporting to key stakeholder groups such as the Project Steering Committee, Board and Audit Committee, on the delivery of capital works projects.
- Be responsible for project budgets including reviewing cost plans, assessing contractor progress claims, ensuring financial summary spreadsheets accurately record project spending, reconcile the monthly Capital Spending Report with the Work in Progress summary and prepare business cases and funding variation business cases as required.
- Ensure project record keeping is up to date in Teams including design sets, heritage approvals, trade recommendations and that key project and contract documentation is stored in MoAD's document management system (HPE CM10).

- Develop, coordinate and maintain stakeholder relationships to achieve desired outcomes and prepare communications to Agency staff and tenants on the progression of project works and to notify of works that will impact museum operations.

## **KEY ATTRIBUTES**

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- Project management experience including co-ordination of project works and liaison with contractors to manage schedule, budget and quality of deliverables.
- Budget management experience in projects, including reconciling progress claims and variations, tracking overall construction costs against the Work in Progress reports, and capitalizing completed projects.
- Ability to prepare high quality and accurate documents and reports.
- Well-developed communication (written and oral), presentation and interpersonal skills.
- Stakeholder management skills and a demonstrated ability to liaise with people at a number of different levels
- Well-developed organisation and time-management skills, with the ability to determine priorities and exercise sound judgement and initiative.
- Strong customer service approach, be a team player and have the ability to work collaboratively with other sections of the organization and to develop and maintain productive working relationships.
- Knowledge of or understanding of issues relating to conditions in heritage buildings including the Environment Protection and Biodiversity Conservation Act, WH&S, and an understanding of related operations and protocols would be an advantage.
- Proficiency in the use of the MS suite of products, such as Project, Excel, Word and Outlook. Experience with project design documentation and management systems is desirable.

## YOUR APPLICATION

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

## ELIGIBILITY

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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

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Your application should be submitted by the closing date to



[applications@moadoph.gov.au](mailto:applications@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 8118.
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.