**Candidate Pack**

|  |
| --- |
| **POSITION DETAILS** |
| **Position Number** | 30002 |
| **Title** | Deputy Director |
| **Classification** | SES B 1 |
| **Employment Type** | Ongoing |
| **Working Hours** | Full-time |
| **Salary**  | $220,052 to $236,180 + 15.4% Superannuation |
| **Eligibility** | Australian Citizen + NV1 security clearance  |
| **Contact Officer** | Andrew Harper - 0417 663 740 |
| **Opening Date** | Thursday 5 December 2024 |
| **Closing Date** | Thursday 2 January 2025 (11:59pm) |
| **Special Note** | Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles. |

**ABOUT US**

The Museum of Australian Democracy (MoAD) at Old Parliament House is a Corporate Commonwealth Entity. MoAD is a modern museum located inside a heritage-listed building that was once home to Australia's national parliament (1927 to 1988).

True to our building’s original brief, we provide a ‘people’s place’, where big ideas are explored. We encourage our visitors and the broader Australian community to engage with and participate in our democracy through exhibitions, events and education programs, as well as through our rich online collection of stories, objects and resources.

The strategic focus of MoAD over the coming four years is to:

* protect, conserve, and interpret the national icon that is Old Parliament House to highlight the crucial role the building and its collections have played in shaping today’s Australia;
* share the story of Australia’s democracy through exhibitions, programs, publications and website content to increase understanding of the nation’s social and political history; and
* enable audiences to actively explore how Australia’s democratic systems work and to be inspired and equipped to participate as engaged citizens in our democracy.

MoAD is an inclusive and rewarding workplace that values the contributions of all our staff. We encourage applications from First Nations Australians, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people. We are committed to a safe and supportive workplace which includes flexible working practices.

MoAD employees are engaged under the [*Public Service Act 1999*](https://www.legislation.gov.au/C2004A00538/latest/text) and SES employees are subject to the terms and conditions of employment that are established in a determination made by the Director of MoAD.

**POSITION DETAILS**

MoAD is seeking to engage a second Deputy Director as part of its leadership team.

Deputy Directors play a key role in supporting the Board and Director and enabling MoAD to meet its strategic objectives as set out in [Museum of Australian Democracy Strategic Plan 2023-28](https://www.moadoph.gov.au/sites/default/files/2023-11/moad-strategic-plan-2023-28.pdf). Strategic priorities in the current Strategic Plan cycle include the Centenary of the Old Parliament House building in 2027, significant exhibition and capital works program, increasing own source revenue and expanding national engagement through programs.

Duties for the Deputy Director will include a selection of those listed below and may be subject to change.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

**ROLE RESPONSIBILITIES and DUTIES**

The Deputy Director position is a general management role reporting to the Director. The position will be responsible for leading a range of functions which may include:

* Exhibitions and Engagement
* Interpretation and Curatorial
* Museum Experience, Learning and Operations
* Digital Engagement
* Information Technology
* Facilities Security and Heritage
* Capital Projects
* Development, Marketing, Communications and Commercial
* Finance
* Human Resources
* Governance

Key responsibilities of the position include:

* Provide effective leadership and management for a number of the key functions listed above ensuring achievement of priorities in line with MoAD’s Corporate and Strategic Plans.
* Support the Board and the Director in developing and implementing the strategic vision and contribute to the leadership and overall management of MoAD.
* Build capability in a cohesive and effective manner across MoAD to achieve performance outcomes including:
	+ Protecting, conserving and interpretation of the Old Parliament House building, and of its collections through capital works programs and heritage management.
	+ Delivering services, exhibitions, programs and experiences that foster and promote accessibility, inclusivity and engagement with the Australian community.
	+ Establishing a sustainable and adaptive operational framework, including streamlined processes, technological systems and strategic collaborations.
	+ Building partnerships with government bodies, research institutions and private enterprise in order to extend MoAD’s reach and engagement with audiences and stakeholders.
	+ Developing innovative and informative education and public programs.
* Using strong financial acumen, manage budgets and resources effectively, and drive initiatives to increase own-source revenue, to support MoAD’s financial sustainability.
* Oversee the development and implementation of comprehensive risk management strategies to identify, assess, and mitigate potential risks, ensuring the safety, security, and resilience of MoAD’s operations and assets.
* Drive the purpose of MoAD by working in partnership with staff and the Board, the portfolio department and other government agencies and stakeholders, and maintain a strong professional network and leadership across the sector.

**OUR IDEAL CANDIDATE**

* Exceptional leadership experience in a senior role, particularly leading multi-faceted teams with diverse functions.
* Demonstrated ability to inspire teams and build a strong culture of wellbeing, inclusion and innovation.
* Excellent written and verbal communication skills with a demonstrated ability to communicate with influence and convey complex information coherently and concisely to a range of audiences.
* Strong attention to detail, problem-solving skills, excellent judgement and the ability to think strategically and logically.
* Proven ability to develop strategic direction, build organisational capability, drive business change and continuous improvement.
* Exemplary stakeholder engagement experience and interpersonal skills, including the ability to represent MoAD and develop and sustain productive working relationships with internal and external stakeholders.

**YOUR APPLICATION**

* Please provide a concise statement of claims of no more than 3 pages.

* + When framing your statement, please ensure you adequately demonstrate your skills, qualifications, experience and capabilities with reference to the [APSC’s Integrated Leadership System SES Band 1 Profile.](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment/integrated-leadership-system-ils-ses-b1-profile)
* Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages).
* A coversheet from the [MoAD Website](https://www.moadoph.gov.au/about/careers).

**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 obtain and maintain a security clearance at the NV1 level.

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to:

|  |  |
| --- | --- |
| Icon  Description automatically generated | 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 8235.
* Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.
* 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](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability).
* 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 02 6270 8235.