CANDIDATE PACK

POSITION DETAILS

REFERENCE NO	NP
TITLE	ICT Roadmap Manager
CLASSIFICATION	Executive Level 1
EMPLOYMENT TYPE	Non-Ongoing | Ongoing
WORKING HOURS	Full-time - 37hours 30minutes per week
OFFICE ARRANGEMENT	Onsite
SALARY	$115,443 - $125,832 plus 15.4% superannuation
SECTION	Information Technology
TEAM	IT Projects
ELIGIBILITY	• Australian Citizenship • Security Clearance (after commencement)
CONTACT OFFICER	Mark de Rooij on 02 6270 8161
OPENING DATE	31 March 2025
CLOSING DATE	14 April 2025 (11:59pm)

SPECIAL NOTE

This position is for Non-Ongoing placement of 12 months with the possibility of ongoing.

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.

RECRUITABILITY

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.

ABOUT US

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

True to our building's original brief, we provide a 'people's place', where big ideas are explored.

We share the story of Australia's democracy through exhibitions, events and education programs, as well as through our rich online collection of stories, objects and resources.

At MoAD, we celebrate the Australian democratic journey. We seek to provoke thought and inspire conversation by sharing stories and objects that played a part in shaping the nation as it is today.

Careers at MoAD are varied, from human resource officers, exhibition curators, heritage officers and learning facilitators, to digital producers, finance officers and IT specialists. We are a small agency, working in a dynamic environment, sharing our democratic and political history in a heritage-listed building.

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* and are subject to the terms and conditions of employment in the *OPH Enterprise Agreement 2024-2027*.

POSITION DETAILS

We are seeking a highly skilled and experienced ICT Roadmap Manager to oversee the overall agency ICT delivery schedule. The successful candidate will play a pivotal role in managing staff, defining staff responsibilities, coordinating project timelines, and overseeing contractors.

This role requires a strategic thinker who can effectively communicate IT impacts to non-technical stakeholders, manage funding and budgets, incorporate risk management into project deliveries, and provide strategic leadership aligned with agency objectives, risks, and challenges.

Part of the role will be to update, report on and present the ICT roadmap to delegate audiences to ensure continued value for money and alignment with strategic expectations.

You will be working as part of the Museum's IT section and closely working together with the various business areas as part of your duties.

ROLE RESPONSIBILITIES and DUTIES

Under the supervision of the EL2 Head IT, the position will be:

- **Project Management:** Oversee the agency's ICT delivery schedule, including managing staff responsibilities, project timelines, and contractors to ensure timely and successful project completion.

- **Communication:** Translate IT impacts into clear, non-technical language to ensure understanding among non-technical stakeholders.

- **Budget Management:** Manage funding, budgets, and project scopes to ensure financial efficiency and accountability.

- **Change Management:** To ensure that impacts and outcomes around change are documented, dispersed to stakeholders and receive delegate approvals

- **Risk Management:** Identify, assess, and mitigate risks associated with ICT projects to ensure successful delivery.

- **Strategic Leadership:** Provide strategic leadership and inform messaging by aligning with agency objectives, risks, and challenges.

OUR IDEAL CANDIDATE

To be successful for this role you will need to demonstrate:

- Proven experience in project management, particularly in ICT projects

- Strong ability to communicate complex IT concepts to non-technical stakeholders

- Demonstrated experience in managing funding, budgets, and project scopes

- Experience in risk management and mitigation strategies

- Ability to provide strategic leadership and align messaging with agency objectives, risks, and challenges.

- Excellent organizational and time management skills

- Strong problem-solving and decision-making abilities

- General understanding of cyber security concepts and impacts

PREFERRED QUALIFICATIONS

- Certification in Project Management (e.g., PMP, PRINCE2).

- Experience in a government or public sector environment.

- Degree in Information Technology, Computer Science, or a related field.

YOUR APPLICATION

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, experience and capabilities.

- Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages).

- coversheet from the [MoAD 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 cover sheet or contact the recruitment officer on 02 6270 8235 or 02 6270 8127.

ELIGIBILITY

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and

- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to applications@moadoph.gov.au

For noting:

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact 02 6270 8335 or 02 6270 8127 or email recruitment@moadoph.gov.au