



Museum of Australian Democracy  
at Old Parliament House

## CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	New Position
TITLE	Centenary Project Manager
CLASSIFICATION	Executive Level 1
EMPLOYMENT TYPE	Non-Ongoing specified task
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site
SALARY	\$115,443 - \$125,832 + 15.4% Superannuation
SECTION	Executive
TEAM	Governance
ELIGIBILITY	<ul style="list-style-type: none"><li>• Australian Citizenship</li><li>• Security Clearance (after commencement)</li></ul>
CONTACT OFFICER	Vera Villinger on 02 6270 8297
OPENING DATE	Friday 9 May 2025
CLOSING DATE	Thursday 22 May 2025 (11:59pm)
SPECIAL NOTE	This is a non-ongoing specified task opportunity until the completion of Centenary celebrations in 2027.
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 <a href="#">APSC website</a> .

## 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

Old Parliament House will mark its centenary in 2027 and MoAD is developing a suite of programs to mark the anniversary. MoAD is seeking an experienced events and programs Project Manager, to provide high-level support to the Director, Deputy Directors and OPH Board to manage and develop a number of key programs and events related to OPH's centenary. The successful applicant will need to work under limited supervision, and demonstrate strong coordination, project management, administration, and relationship management skills and enjoy working in a fast-paced environment.

## ROLE RESPONSIBILITIES and DUTIES

The successful candidate will be responsible for the planning, coordination and management of a number of complex projects and events, including liaison with external organisations and across MoAD business areas.

Other duties include:

- Provide high level organisational and administrative support to the Director, Deputy Directors and the Board.
- Liaise and collaborate with a wide range of stakeholders to support teams across the organisation and externally to develop and deliver events and programs.

- Manage project and event budgets, risk, financial reporting and other corporate administration to manage the programs.
- Prepare reports, presentations and briefs, and undertake research as directed by the Director or Deputy Directors.
- Prepare and present progress reports for Executive and senior management teams.
- Manage tight timeframes to meet executive and stakeholder requirements.

## OUR IDEAL CANDIDATE

Our ideal candidate will have:

- Demonstrated experience in successfully managing complex events or projects from inception to delivery.
- Experience working closely with Executive and Boards, demonstrating a strong ability to provide support and clear advice.
- Excellent communication skills, both written and verbal with the ability to develop and maintain productive working relationships across a wide range of internal and external stakeholders.
- Strong attention to detail and the ability to prepare high quality and accurate papers including general correspondence, briefings and minutes.
- Ability to work flexibly under pressure, prioritise tasks, and problem solve.
- Exercise sound judgement, discretion and maintain confidentiality and
- Uphold the APS Code of Conduct at all times.

## 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 8192 or 02 6270 8235.

## 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).
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

## SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to [applications@moadoph.gov.au](mailto:applications@moadoph.gov.au)

For noting:

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact 02 6270 8235 or email [recruitment@moadoph.gov.au](mailto:recruitment@moadoph.gov.au)
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer