



# CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	30002
TITLE	Deputy Director
CLASSIFICATION	SES Band 1
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site or Hybrid with work from home considered
SALARY	\$220,052 to \$236,180 + 15.4% superannuation
ELIGIBILITY	Australian Citizenship Security Clearance (Negative Vetting 1)
CONTACT OFFICER	Stephanie Bull, Director Ph 02 6270 8245
OPENING DATE	20 February 2026
CLOSING DATE	Monday 9 March 2026 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 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.

MoAD's focus as outlined in the Strategic Plan and Corporate Plan 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.
- 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 disability, culturally and linguistically diverse people and LGBTQIA+ people. We are committed to a safe and supportive workplace which includes flexible working practices. MoAD's commitment to reconciliation is expressed in the [MoAD Reconciliation Action Plan 2023-25](#).

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**

MoAD is seeking an experienced, motivated, and delivery focused Deputy Director to lead a high performing, multidisciplinary branch. As a key member of the leadership team, this role works with their fellow Deputy Director to support the Director and the Old Parliament House Board deliver MoAD's strategic objectives.

The position will be responsible for a wide portfolio of corporate and operational functions, providing strategic, technical, and operational leadership to ensure MoAD continues to operate as a dynamic, contemporary national institution.

The current Strategic Plan cycle includes preparations for the Centenary of the Old Parliament House in 2027; significant exhibitions about Australia's democracy; capital and heritage works program; and expanding national engagement through programs.

The Deputy Director position is a general management role reporting to the Director. The role will be responsible for a selection of the functions below:

- 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 and Human Resources
- Governance.

## **ROLE RESPONSIBILITIES and DUTIES**

Key responsibilities of the position include:

- Provide effective leadership and management of key functions, ensuring the achievement of priorities aligned with MoAD's Corporate and Strategic Plans.
- Support the Board and the Director in developing and implementing the strategic vision and contribute to the overall leadership and management of MoAD.
- Apply strong financial acumen and stewardship, manage budgets and resources effectively, to support financial sustainability.
- Ensure strong governance, robust procurement and risk, ICT and cyber management, financial compliance, WHS compliance, and adherence to legislative requirements.
- Drive MoAD's purpose working in partnership with staff, the Board and stakeholders, while maintaining strong professional networks and sector leadership.
- Establish a sustainable and adaptive operational framework, including streamlined processes, technological systems and strategic collaborations.
- Deliver audience focused services, exhibitions, programs and experiences that foster and promote accessibility, inclusivity and engagement with the Australian community.

## **OUR IDEAL CANDIDATE**

To be successful in this role, you will bring depth of experience, ideally within a government environment. You will be a strategic thinker who shows judgement, intelligence and common sense, and the ability to navigate complexity with confidence.

Your leadership style will be people-centered, collaborative, inclusive and performance focused, enabling you to build trust and credibility across the organisation. You will have a proven track record of delivering results, aligning corporate functions with broader strategic objectives, and leading through authenticity and influence.

You will demonstrate:

- Exceptional leadership experience in a senior role, particularly leading multifaceted teams and fostering a culture of collaboration.
- 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, and to act with integrity and accountability.

- 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, and build trust and credibility with them.

## 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).
- Cover sheet 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 02 6270 8245.

## ELIGIBILITY

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

- be an Australian Citizen;
- have a security clearance or be willing to undertake the process to obtain a Negative Vetting 1 clearance (after commencement); and
- 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 [martine.cooper@moadoph.gov.au](mailto:martine.cooper@moadoph.gov.au).

For noting:

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact 02 6270 8245 or email [martine.cooper@moadoph.gov.au](mailto:martine.cooper@moadoph.gov.au).
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer.