

## APPLICATION PACK

POSITION DETAILS	
Position No	Several
Title	Learning Supervisor
Classification	APS Level 5
Employment Type	Non-Ongoing to 30 June 2024 with the possibility of extension or Ongoing
Working Hours	Full-Time: 37hours 30mins
Salary	\$76,307 - \$80,949 + 15.4% superannuation
Section	Museum Experience, Learning & Operations
Team	Learning
Contact Officer	Stephanie Smith on 02 6270 8154
Opening Date	1 December 2023
Closing Date	17 December 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

### ELIGIBILITY

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 after commencement.
- **Working with Vulnerable People** – the successful application will be required to have a WwVP card prior to commencement.

### EMPLOYMENT AGREEMENTS

- All terms and conditions for employment at MoAD can be found in the [Old Parliament House Enterprise Agreement 2017-2020](#)
- [Museum of Australian Democracy - 2023 Remuneration Determination](#)

## **DIVERSITY AND INCLUSION**

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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 8192.

## **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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This position plays a key role in the development and delivery of these highly successful programs by a high performing team of presenters in a heritage building.

This position also requires supporting professional development opportunities for teachers, tertiary students, and museum colleagues; and working closely with other teams across the Museum.

## **DUTIES**

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Under the broad direction of the Manager of Learning:

- Design, develop, deliver, and evaluate high quality, innovative learning programs and resources for school students and teachers visiting the museum onsite, online, and virtually. Programs must align with the Australian Curriculum and MoAD's Learning Philosophy.
- Provide leadership as team supervisor for daily operations and administration including program delivery, digital technology, surveys, PACER, rostering, statistics, and reports.
- Deliver and model best practice learning programs using a variety of engagement techniques and education pedagogy for all ages and abilities in a variety of contexts, including digital excursions.
- Work collaboratively with Learning Coordinators to support the delivery of digital excursions and professional development/mentoring of staff, including project work supervision.
- Present and participate in professional learning in variety of formats – conferences, workshops, and webinars; contribute to Learning's social media accounts.
- Work collaboratively with other teams across the museum, within the broader museum sector and with critical external stakeholder groups including teachers, tour operators and school communities.

## **KEY ATTRIBUTES**

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- Demonstrated experience in developing, delivering and evaluating education/learning programs, including digital, using a range of emerging technologies.
- Demonstrated ability to manage competing priorities, develop rosters, supervise staff and manage workflows in fast-paced environment.
- Self-motivated with strong communication and interpersonal skills, solid project management and willingness to learn new skills, including digital technologies.
- Demonstrated experience in liaising with internal and external stakeholders to promote and enrich cross team initiatives and the civics and citizenship learning role of the Museum.
- Demonstrated knowledge and capacity to apply Work Health and Safety within a work and team environment that delivers learning programs in a heritage site.

Highly Desirable

- Tertiary qualifications in Education/Australian History/Political Sciences/Media Arts.

## APPLICATION DETAILS

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Your application must include:

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

## 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 8192.
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.