



Museum of Australian Democracy  
at Old Parliament House

## CANDIDATE PACK

POSITION DETAILS	
Reference No	34025
Title	Governance Officer
Classification	APS 6
Employment Type	Non-ongoing
Working Hours	Full-time
Office Arrangement	On-site with some work from home considered for the right applicant
Salary	\$90,199 - \$101,022 + 15.4% superannuation
Section	Executive
Team	Governance
Eligibility	Australian Citizen + baseline security clearance
Contact Officer	Vera Villinger
Opening Date	6 January 2025
Closing Date	19 January 2025 (11:59pm)
Special Note	<p><b>This is a 6-month non-ongoing opportunity to back-fill leave arrangements, with the possibility of extension.</b></p> <p><b>A merit pool may be created to fill similar ongoing or non-ongoing roles.</b></p>

## ABOUT US

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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 exhibition curators, heritage officers and learning facilitators, to digital producers, finance officers and IT specialists. We're a small team, 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 [Australian Public Service Act 1999](#) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-27](#)

## POSITION DETAILS

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We are seeking a highly motivated and organised person to join MoAD as Governance Officer. The Governance Officer provides high-level support to the Old Parliament House Board (Accountable Authority) and the Audit, Finance and Risk Committee. The position undertakes and coordinates executive and governance activities and functions within the agency. This role develops and implements systems, guidelines and key processes to ensure agency accountability and performance and reporting requirements are met.

Highly developed communication and stakeholder engagement skills are essential along with a high attention to detail. As part of a small team, you will contribute to the delivery of governance functions. You will be a highly capable person who enjoys sharing knowledge, working to timeframes and is outcomes focused.

## ROLE RESPONSIBILITIES and DUTIES

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Under the direction of the Manager, Executive Projects the Governance Officer will be responsible for the administration of governance within the agency and the provision of administrative support to the Old Parliament House Board and Audit, Finance and Risk Committee.

Other duties include:

- Provide secretariat and operational support to MoAD, including supporting the Board of Old Parliament House (Accountable Authority); the Audit, Finance and Risk Committee (AFRC) and

other relevant corporate meetings as required. This includes undertaking high level secretariat services as required.

- Work in a high paced environment with tight timelines and competing deadlines, to deliver work to a high standard to meet the agency's requirements.
- Develop and maintain effective working relationships with Executive, senior managers, Board and AFRC members and external stakeholders.
- Contribute to MoAD's corporate planning and reporting requirements including but not limited to: Strategic Plan, Corporate Plan and KPI reporting; preparation of the Annual Report; preparation of Senate Estimates briefs; coordination of APS and portfolio responses as required.
- Liaise with stakeholders including Board and AFRC members, Executive and Business areas to coordinate activities and complete tasks, and prepare relevant correspondence and reporting as required.
- Assist with the management of agency Fraud, Freedom of Information (FOI), Public Interest Disclosure (PID) and Privacy activities.
- Contribute to the development of policies and procedures relating to governance.
- Ensure the maintenance and records management of all Board and committee records including Terms of Reference, workplans, meeting minutes, action and decision registers as well setting forward agendas.
- Undertake a range of tasks including but not limited to organising payment and reconciliation of invoices and accounts, arranging travel and organising meetings and catering for those meetings and events.

## **OUR IDEAL CANDIDATE**

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Our ideal candidate will have:

- Well-developed time management skills and the proven ability to effectively manage workloads and competing priorities to meet deadlines under pressure with limited supervision;
- Demonstrated ability to work effectively within a small team, share knowledge, show initiative and sound judgement and take responsibility for personal development;
- Well-developed written and oral communication skills with a high attention to detail.
- An understanding of APS governance frameworks, including the ability to acquire an understanding of relevant legislation;
- Highly developed stakeholder management skills with the proven ability to build and sustain positive working relationships with a variety of stakeholders;
- Experience in the delivery of secretariat services including the preparation of high quality and accurate minutes, papers and reports.
- Ability to use a range of applications such as Microsoft Word and Excel and the capability to quickly acquire knowledge of other relevant systems;

## YOUR APPLICATION

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- 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)
- A coversheet from the [MoAD Website](#)

## ELIGIBILITY

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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 obtain and maintain a security clearance at the baseline level.

## 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 or 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](#).
- 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 8192 or 02 6270 8235.