



Museum of Australian Democracy  
at Old Parliament House

## CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	
TITLE	Learning Coordinator
CLASSIFICATION	APS Level 6
EMPLOYMENT TYPE	Non-ongoing 6 months
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On site
SALARY	\$94,563 - \$105,910 + 15.4% Superannuation
SECTION	Museum Experience, Learning and Operations
TEAM	Learning
ELIGIBILITY	<ul style="list-style-type: none"><li>• Australian Citizenship</li><li>• Security Clearance (after commencement)</li><li>• WWVP Registration</li></ul>
CONTACT OFFICER	Meg Shakeshaft – 02 6270 8160
OPENING DATE	Tuesday 27 May 2025
CLOSING DATE	Monday 9 June 2025 (11:59pm)
SPECIAL NOTE	<p><b>This is a non-ongoing opportunity for a period of 6 months, with the possibility of extension or ongoing.</b></p> <p>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.</p> <p>Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.</p>
RECRUITABILITY	<p>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>.</p>

## 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

The Learning Coordinator roles are critical to the development, implementation and delivery of high-quality curriculum aligned onsite, online and outreach learning programs.

This position plays a key role in our Learning leadership team and involves stakeholder engagement, collaborating with others, as well as supervising and training Museum educators.

It will be responsible for the development, trial and evaluation of workshops and resources.

After-hours and weekend work may be required at times.

## **ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Learning Manager – Onsite and Outreach, the Learning Project Coordinator will be required to:

### **Duties**

1. Design, develop, trial and evaluate high quality, innovative learning programs and resources for schools. Programs must align with Australian Curriculum and MoAD's Learning Philosophy.
2. 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.
3. Work proactively and collaboratively with the Learning Manager and senior Learning leadership team.
4. Develop and deliver training packages and provide support to other Learning staff on the delivery of programs and workshops.
5. Prepare, present and participate in professional learning in a variety of formats – conferences, workshops and webinars.
6. 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.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have:

- Demonstrated experience in developing, delivering and evaluating education programs, including outreach programs.
- Demonstrated ability to work positively and productively in a changing work environment to manage competing priorities and workflows.
- Self-motivated with an ability to work proactively with others, using strong communication and interpersonal skills including conducting staff training, and with a willingness to learn new skills.
- Demonstrated experience in liaising with internal and external stakeholders.
- Demonstrated knowledge and capacity to apply Work Health and Safety procedures within a work and team environment that delivers learning programs through digital studios and offsite.

Tertiary qualifications in Education are highly desirable.

## **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.
- Your current resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 2 pages).

- The completed 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.

## ELIGIBILITY

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

- be an Australian Citizen; and
- have a baseline security clearance, or be willing to obtain a baseline clearance, after commencement.
- Working with Vulnerable People – Current WwVP card
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed 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.