



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	31108
TITLE	Heritage and Collections Officer
CLASSIFICATION	APS 5
EMPLOYMENT TYPE	Non-Ongoing for 6 months with possibility of extension or Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and within operational requirements of the role
SALARY	\$84,229 - \$91,808; plus 15.4% superannuation
SECTION	Facilities, Heritage and Security
TEAM	Heritage and Collections
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Baseline Security Clearance (after commencement)• Identity Check (pre-employment)
CONTACT OFFICER	Ms Lucy Carson on (02) 6270 8247 or lucy.carson@moadoph.gov.au
OPENING DATE	Monday 3 June 2025
CLOSING DATE	Monday 16 June 2025 11:59PM
SPECIAL NOTE	Non-Ongoing for 6 months with possibility of extension, and high possibility of becoming Ongoing 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.
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 APSC website .

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 Heritage and Collections team ensures the ongoing care and preservation of Old Parliament House and two of its collections (Moveable Heritage collection and Democracy collection), in line with the Commonwealth heritage listing and supported by key documents including the Burra Charter and the Old Parliament House Heritage Management Plan.

The team works closely with each MoAD business area to facilitate key activities including: conservation, maintenance and works to the building; collection development, display and access; exhibitions and object loans; events and activations at OPH; collection documentation standards; subject matter expertise for the Collection Management System (Ke Emu) and liaison support with the vendor and IT; and other activities as required for the operation of a busy museum.

The role of Heritage and Collections officer is central to the ongoing care of, and access to, MoAD's collections. The role is critical to the museum's collection development and administration processes including the acquisitions and/or loans program; oversees collection accessioning and movement; maintains documentation standards and provides system and user support for the Collection Management System (Ke Emu); along with supporting other activities undertaken by the Heritage and Collection team, for example collection displays and exhibitions.

As a member of a small team, this position has a key role in implementing the Collection Management Procedures, meeting MoAD's collection targets, legal obligations, and industry standards of collection care.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Manager, Heritage and Collections the Heritage and Collections Officer will be required to:

- Undertake tasks associated with the care, documentation and display of the collection, including conservation; mount or frame assessments; preventive preservation; environmental monitoring; accessioning; condition reporting; storage; access; and the safe movement of collection material
- Support specialised collection activities at MoAD, for example providing secretariate, or administration and coordination duties for collection acquisitions and/or loans
- Ensure best practice in the processes associated with bringing objects into the museum's care, including pro-active stakeholder engagement with museum staff; other cultural institutions, vendors, lenders, external contractors, and donors
- Provide Collection Management System (KE EMu) user and system support, including liaison with the supplier, subject matter advice, staff training, and guidance documentation
- Undertake, or assist team mates with, collection management and conservation projects, as required
- Communicate the heritage values of the building and its collection, and facilitate and supervise access to the site and its collection
- Provide administrative duties and other tasks associated with the operational needs of the section.

OUR IDEAL CANDIDATE

To be successful for this role you will need to demonstrate:

- Practical skills and experience in a collection management or conservation role, including knowledge of safe work practices and collection administration processes
- Well-developed time management skills, including the ability to organise your own workload and meet competing priorities, with limited supervision
- The ability to work effectively within a small team, operate collaboratively, share knowledge, and show initiative
- Excellent communication (written and oral), presentation, and interpersonal skills
- A proven ability to build and sustain positive working relationships with internal and external stakeholders
- An ability to use a range of standard office software, and demonstrable experience with specialised collection-based software, such as collection management and digital asset management systems (eg, KE EMu, Piction)
- Can identify the team's operational activities and own personal tasks within the broader strategic aims of the agency
- Responds positively to feedback and demonstrates commitment to personal development.

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

For noting:

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact 02 6270 8192 or 02 6270 8235 or email recruitment@moadoph.gov.au
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer