



CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	34025
TITLE	Governance Officer
CLASSIFICATION	APS 6
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site with work from home considered
SALARY	\$99,733 - \$111,702 + 15.4% superannuation
SECTION	Executive
TEAM	Governance
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)
CONTACT OFFICER	Vera Villinger
OPENING DATE	11 March 2026
CLOSING DATE	Wednesday, 25 March 2026 (11:59pm)
SPECIAL NOTE	<p>This is an ongoing opportunity</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>

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

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), the Audit, Finance and Risk Committee and the First Nations Advisory 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 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

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); the First Nations Advisory Committee (FNAC) and other relevant corporate meetings as required. This includes undertaking high level secretariat services and preparation of papers.
- 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, AFRC and FNAC 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, AFRC and FNAC 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, decision and conflict of interest 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

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

- Well-developed time management skills and the proven ability to effectively manage workloads and competing priorities to meet deadlines under pressure with limited supervision;
- Ability to work effectively within a small team, share knowledge, and use sound judgement and demonstrate initiative when delivering work;
- Ability to work proactively and self drive by taking personal responsibility of tasks to progress work to completion.
- 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.

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 8235 or 02 6270 8128.

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 8235 or 02 6270 8128 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