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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Position Number** | TBA |
| **Title** | HR Advisor |
| **Classification** | APS 4 |
| **Employment Type** | Ongoing/Non-ongoing |
| **Working Hours** | Full-time, Part-time |
| **Salary** | $72,625 - $78,340 +15.4% Superannuation |
| **Section** | Finance & Human Resources |
| **Team** | Human Resources |
| **Eligibility** | Australian Citizen + ability to obtain and maintain a baseline security clearance |
| **Contact Officer** | Louise Wickham – 02 6270 8235 |
| **Opening Date** | 3 July 2024 |
| **Closing Date** | 16 July 2024 |
| **Special Note** | **This role is an ongoing opportunity. It may be offered initially as non-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. |

**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 exhibition curators, heritage officers and learning facilitators, through 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](https://www.legislation.gov.au/C2004A00538/latest/text) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-27](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)

**POSITION DETAILS**

The broader HR team delivers a range of human resource and workplace relations services. The team supports MoAD’s strategic objectives and organisational success through the design and delivery of HR strategies and initiatives and business activities.

This small, bespoke team thrives on an inclusive and supportive culture. We enjoy a collaborative working environment, where each team member can grow their skills and contribute towards organisational objectives by providing vital enabling services.

This inclusivity, combined with our team members’ diverse skill sets, professional backgrounds and life experiences, has helped build us a reputation as a high performing, professional, problem solving, fun and friendly team. As a member of the team in a small agency, you will be given the opportunity to contribute your expertise to practices, policies and processes that will positively shape the culture and future of MoAD as well as learning new skills.

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. With applicants’ agreement their application and assessment results may be shared with other Australian Public Service (APS) agencies looking to fill similar roles.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Senior HR Advisor the HR Advisor will be required to:

* Provide administrative support to the team through managing the Human Resources shared mailboxes, triaging and allocating emails between team members and responding to enquiries as appropriate.
* Maintaining and updating internal records and registers in line with all relevant requirements.
* Assist with recruitment activities by advertising jobs, packaging applications and drafting offers to candidates.
* Assist with the delivery of advice based on legislation, policy or procedure.
* Liaise with the external payroll provider for the purpose of ensuring all HR information, including employee information, remuneration and superannuation payments are accurate.
* Other duties as directed.

**OUR IDEAL CANDIDATE**

Our ideal candidate will have

* Demonstrated experience in supporting a range of HR related functions in providing efficient and effective outcomes.
* Demonstrated experience in interpreting and applying relevant HR related legislation, policies and procedures
* Highly developed communication and stakeholder management skills.
* Well-developed organisational and time management skills with the ability to balance workload while meeting deadlines.
* Strong focus on attention to detail.

You will be organized, have good professional judgement and be willing to learn about HR service delivery in a small agency.

Previous experience working with the Aurion HRMIS will be an advantage.

**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)
* A coversheet from the [MoAD Website](https://www.moadoph.gov.au/about/careers)

**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 obtain and maintain a security clearance at the baseline level.

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to

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| Icon  Description automatically generated | [louise.wickham@moadoph.gov.au](mailto:louise.wickham@moadoph.gov.au) |

* Your application will be acknowledged via return email on the next available business day. If you do not receive an acknowledgement email, 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](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability).
* 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 8285.