

**CANDIDATE PACK**

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| **POSITION DETAILS** |
| **Reference No** | 21101 & 21118 |
| **Title** | Learning Coordinator |
| **Classification** |  APS 6 |
| **Employment Type** | Ongoing/Non-ongoing |
| **Working Hours** | Full-time |
| **Office Arrangement** | On-site  |
| **Salary**  | $90,199 - $101,022 + 15.4% superannuation |
| **Section** | Museum Experience, Learning and Operations |
| **Team** | Learning |
| **Eligibility** | Australian Citizen + security clearance (after commencement) + WWVP  |
| **Contact Officer** | Stephanie Smith - 02 6270 8154 |
| **Opening Date** | Thursday 28 November 2024 |
| **Closing Date** | Sunday 5 January 2025 (11:59pm) |
| **Special Note** | **This is an ongoing opportunity for 2 roles.**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 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 a high performing team of Museum educators in a heritage building. The Digital Learning Coordinator is a critical advocate on projects and involves working closely with other teams across the museum.

This job involves creating new resources for the MoAD website, expanding our reach and designing new professional development opportunities for teachers, tertiary students, and museum colleagues.

# The Museum is open 364 days per year. After hours and weekend work may be required at times.

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**ROLE RESPONSIBILITIES and DUTIES**

Under the broad direction of the Learning Manager, you will:

* Manage the development and coordination of onsite and digital learning programs; including staffing, program bookings, operational systems and program delivery to ensure high quality learning experiences for schools and youth audiences.
* Manage the development, delivery and evaluation of onsite, offsite and digital TQI identified and accredited professional learning programs for teachers.
* Take a leadership role in the recruitment, supervision, professional development and mentoring of staff.
* Contribute to the Museum’s strategic direction for Learning.
* Support and promote productive stakeholder engagement and relationships across the Museum, within the broader museum sector and with critical external stakeholder groups including teachers, associations, tour operators and school communities.
* Promote the Museum and its vision to external stakeholders through social media platforms and representing the museum at conferences and external meetings.

**OUR IDEAL CANDIDATE**

Our ideal candidate will have:

* High-level management skills to build team cohesion, supervise operations and coordinate staff training.
* Demonstrated ability to develop, deliver and evaluate innovate and engaging learning programs, both onsite and digital.
* Self-motivated with a proven commitment to consistently achieving results.
* Demonstrated experience in liaising with internal and external stakeholders to promote and enrich cross team initiatives and the civics and citizenship learning role of the museum.
* Demonstrated knowledge and capacity to apply Work Health and Safety within a work and team environment.

Tertiary qualifications in Education are Highly Desirable for this role.

**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 against the role responsibilities and duties.
* 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.
* **Working with Vulnerable People (WwVP)** – The successful applicant will require a valid WwVP prior to commencement.

**SUBMISSION OF APPLICATION**

Your application should be submitted by the closing date to

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| Icon  Description automatically generated | 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](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 8235.