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**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **Position Number** | 40011 |
| **Title** | Capital Works Project Manager |
| **Classification** | EL1 |
| **Employment Type** | Ongoing/Non-ongoing |
| **Working Hours** | Full time |
| **Office Arrangement** | Onsite with some work from home considered for the right applicant |
| **Salary** | $110,115 - $120,900 plus 15.4% superannuation |
| **Section** | Capital Projects and Built Heritage |
| **Team** | Capital Projects |
| **Eligibility** | Australian citizenship and ability to obtain and maintain a baseline security clearance |
| **Contact Officer** | Bernard Finucane - [02 6270 8201](tel:02%206270%208201) |
| **Opening Date** | Thursday 19 December 2024 |
| **Closing Date** | Sunday 12 January 2025 (11:59pm) |
| **Special Note** | **This is a non-ongoing opportunity for up to 2 years.**  **This role may be filled by applications and referee reports alone.**  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, from 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 within 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 Agreem](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)ent 2024-27

**POSITION DETAILS**

The position is part of the team responsible for strategic planning and delivery of infrastructure enhancements, with a focus on planning and delivery of major refurbishments, capital works, relations, minor works and other projects.

Reporting to the Head of Capital Projects, the successful applicant will play a key role in the delivering MoAD’s current capital works program. The position’s role and key responsibilities include:

* Progress, manage and report on all aspects of the project, being the third stage of MoAD’s repair work to hail-damaged roofs, due for practical completion in November 2026;
* Manage the external project manager’s deliverables and through them, oversee the sub-consultants’ deliverables, including heritage assessments and approvals;
* In conjunction with the external project manager, oversee the contract with the construction company that is delivering the works, under a managing contractor contract;
* Manage the insurance-related requirements of the project, including liaison with Comcover and the Department of Finance on matters of scope, costs, schedule and reimbursement;
* Ensure that the work’s impacts are identified early and that mitigations are planned, agreed and communicated with internal and external stakeholders; and
* Coordinate the works with inter-dependant activities being undertaken across MoAD and with external events that occur within Canberra’s Parliamentary Zone.

**ROLE, RESPONSIBILITIES and DUTIES**

Under limited direction from the Head of Capital Projects, and within tight deadlines, the position is required to:

* Deliver project-related activities including identification and mitigation of risk and the application of heritage, environmental and WHS procedures
* Deliver high-quality project outcomes, including time, cost and scoping targets; stakeholder needs and managing expenditure in line with budget and the Commonwealth Procurement Rules;
* Ensure project approvals are secured in a timely manner, including the meeting of all statutory, sequencing, budgetary, end-user, contractual and procurement requirements;
* Develop, coordinate and sustain stakeholder relationships to achieve desired outcomes;
* Manage contracts and teams of contractors and consultants;
* Prepare reports and presentations, including for the Heritage Actions Committee, Project Steering Committee, Senior Management Group, and the MoAD Board and Audit Committee;
* Contribute to the Section’s commitments as outlined in the Corporate Plan;
* Support the Head of Capital Projects by applying high-level project management expertise to the role and if requested, assisting with other capital projects; and
* Work collaboratively and professionally within the Section and across MoAD to promote cohesion and high levels of performance and job satisfaction.

**OUR IDEAL CANDIDATE**

Our ideal candidate will demonstrate the following attributes:

* extensive high-level project management experience;
* extensive budget management experience in large and complex projects;
* ability to prepare high quality, accurate and timely documents and reports;
* excellent communication and stakeholder management skills;
* high levels of contract integrity, judgement and initiative;
* strong customer service, team work and collaboration skills;
* experience working in heritage-listed public buildings; and
* proficiency in the use of the MS suite of products, including Project Gantt charts.

**YOUR APPLICATION**

Please ensure you application provides the following:

* 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 of no more than 4 pages outlining your career history, qualifications and contact details for at least two recent referees
* 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 | [applications@moadoph.gov.au](mailto: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.
* Please note that MoAD may select applicants based on a review of the statement of claims and the resume and after undertaking a referee check.