



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	34007
TITLE	Manager Human Resources
CLASSIFICATION	Executive Level 1
EMPLOYMENT TYPE	Ongoing Non-Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site
SALARY	\$115,443 – \$125,832 (as at 13 March 2025) + 15.4% superannuation
SECTION	Museum Experience, Learning & Operations
TEAM	Human Resources
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)
CONTACT OFFICER	Lee Pluis on 02 6270 8171
OPENING DATE	Friday 14 February 2025
CLOSING DATE	Sunday 2 March 2025 (11:59pm)
SPECIAL NOTE	<p>This is a Non-Ongoing placement for 12 months with the possibility of Ongoing.</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> <p>Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.</p>
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

This position is responsible for the management of the Human Resources (HR) team and requires a deep understanding of HR management and a knowledge of Australian Government legislation with the ability to apply this within the agency.

As the Manager Human Resources, you will lead a small, dedicated team and oversee various day-to-day operations, including payroll services (in collaboration with our outsourced payroll provider), recruitment, learning & development and Health & Wellbeing. Additionally, you will provide strategic advice to agency stakeholders and handle case management as required.

The team is committed to delivering excellent, client-focused services to our staff. The successful candidate will demonstrate strong leadership, coordination, liaison and relationship management skills. Furthermore, you should possess high analytical capacity, sound judgment and the ability to generate innovative solutions.

ROLE RESPONSIBILITIES and DUTIES

Under the general direction of the Head, Museum Experience, Learning & Operations, the Manager Human Resources will be required to:

- Manage the Human Resources team and ensure delivery of high-quality HR services and advice across the agency ensuring compliance with the OPH Enterprise Agreement and other legislative requirements.
- Engage with internal stakeholders to provide case management advice and support in relation to matters such as probation, performance management, employee concerns and conflicts, conduct and change management.
- Assist with managing projects, activities and initiatives to support the HR function in line with our strategic and corporate priorities, such as implementing a new Enterprise Agreement and contract management of outsourced services.
- Provide support in the contribution of HR-related data analysis for the Annual Report, Questions on Notice, Corporate Plan and other required reporting activities.
- Assist with review of learning and development initiatives for MoAD employees to continuously build organisational capability.
- Develop and maintain effective internal and external networks, represent the agency when required, and liaise effectively with a range of key stakeholders.
- Assist the Head of Museum Experience, Learning & Operations taking on other duties as required to ensure the delivery of HR outcomes.

OUR IDEAL CANDIDATE

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

- Extensive experience in the delivery of human resource functions, particularly payroll, recruitment, case management & strategic planning, along with strong knowledge of HR legislation, policies and procedures.
- Demonstrated ability to think strategically and operationally to support current and future workforce needs.
- Ability to communicate with influence with a variety of stakeholders, both internal and external.
- Ability to work independently within a changing environment, balancing multiple priorities with a high degree of accountability.

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).

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