



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	
TITLE	Human Resources Advisor
CLASSIFICATION	APS 3/APS 4
EMPLOYMENT TYPE	Ongoing/Non-Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	Flexible
SALARY	\$66,975 - \$81,775 + 15.4% Superannuation
SECTION	Finance & Human Resources
TEAM	Human Resources
ELIGIBILITY	<ul style="list-style-type: none">• Australian Citizenship• Security Clearance (after commencement)
CONTACT OFFICER	Louise Wickham Louise.Wickham@moadoph.gov.au or 02 6270 8235
OPENING DATE	Tuesday 29 April 2025
CLOSING DATE	Monday 12 May 2025 (11:59pm)
SPECIAL NOTE	<p>This is an ongoing opportunity and will be filled at the APS 3 or APS 4 level depending on the successful applicant's skills and experience.</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

The broader Human Resources 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.

ROLE RESPONSIBILITIES and DUTIES

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

- Provide administrative support to the team through managing the Human Resources shared mailbox, triaging and allocating emails between team members and responding to enquiries as appropriate.
- Support the HR Coordinators with Recruitment, Payroll, Learning & Development, Onboarding and other various administrative duties as needed.
- Maintain and update internal records and registers in line with relevant requirements.
- Assist with the delivery of advice based on legislation, policy or procedures.

OUR IDEAL CANDIDATE

Our ideal candidate will have:

- Well developed administrative support skills, with a good understanding of how to manage competing and varied demands in a busy work environment.
- A team player with sound interpersonal skills and the ability to engage with stakeholders.
- Ability to exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Ability to communicate effectively by delivering information clearly in a variety of formats.
- Strong focus on attention to detail.
- Experience in a customer service environment.
- A willingness to learn a variety of HR tasks.

YOUR APPLICATION

Please provide:

- A concise statement of claims of no more than 1 page. When framing your statement, please ensure you adequately demonstrate your skills, qualifications, experience and capabilities.
- Your current resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages).
- The completed 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.

ELIGIBILITY

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a baseline security clearance, or be willing 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 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 email recruitment@moadoph.gov.au
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer.