



Museum of Australian Democracy  
at Old Parliament House

## CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	32024
TITLE	Facilities and Catering Coordinator
CLASSIFICATION	APS Level 6
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full-time
OFFICE ARRANGEMENT	On-site
SALARY	\$94,563 - \$105,910 + 15.4% Superannuation
SECTION	Facilities, Heritage & Security
TEAM	Facilities & Security
ELIGIBILITY	<ul style="list-style-type: none"><li>• Australian Citizenship</li><li>• Security Clearance (after commencement)</li></ul>
CONTACT OFFICER	Stephen Kaye on (02) 6270 8225
OPENING DATE	Tuesday 13 May 2025
CLOSING DATE	Thursday 22 May 2025 11:59pm
SPECIAL NOTE	<b>This is an ongoing opportunity.</b> 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.
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 <a href="#">APSC website</a> .

## 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 Facilities and Security Section is engaged in the facility management services for Old Parliament House. This includes building maintenance and minor projects, and the provision of a clean, healthy, safe and secure environment for all staff, tenants and visitors. The section is also responsible for preserving the heritage fabric of the building through its facilities management activities.

The Facilities & Catering Coordinator will play a key role in the successful delivery of the Museum's facilities and catering/venue management requirements.

This position manages and supports the facilities & catering requirements including:

- establishing and maintaining key stakeholder relationships.
- developing and maintaining policies and procedures.
- manages facilities online inductions and helpdesk processes and intranet information.
- plays a key role in tenancy management.
- overseeing cleaning, waste and pest control arrangements.
- managing minor capital works upgrades.
- represent facilities on corporate forums.

## **ROLE RESPONSIBILITIES and DUTIES**

Under direction from the Manager, Facilities & Security, the Facilities & Catering Coordinator will be expected to:

- manage the helpdesk and online inductions processes through Salesforce making sure they meet operational needs including working with IT to improve functionality.
- Play a key role in the administration and management of the catering and events contractor including being the first point of contact for all issues and identifying appropriate treatment and/or escalation to senior management.
- Oversee the operation of key Facilities contracts such as Cleaning, Waste and Pest Control.
- Administration of tenancies including undertaking annual rent reviews, lease variations and managing the MoAD/tenant relationships.
- Managing Facilities information including all policies/procedures are reviewed within required timeframes and available on the intranet.
- Represent Facilities at MoAD forums including the DIAP committee and coordinating Facilities activities to meet event requirements.
- Manage staff accommodation requirements and liaise with senior management to determine needs.
- Assist with low/medium value capital upgrades.

## **OUR IDEAL CANDIDATE**

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

- An understanding of catering and events management activities including oversight of financial reporting, day-to-day function approvals and logistic guidance to caterers.
- The ability to build and sustain positive working relationships and problem solve issues in an effective and timely manner,
- Well-developed time management skills, including the ability to organise workloads and meet competing priorities with limited supervision.
- Well-developed written skills with attention to detail and oral communication skills.
- The ability to work effectively within a small team, share knowledge, show initiative and take responsibility for personal development.
- An ability to manage minor capital works projects within a Heritage environment.
- Ability to use a range of applications such as: Salesforce, Microsoft Word, Excel and the capability to quickly acquire knowledge of other relevant systems.

## 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).
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

## SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to [applications@moadoph.gov.au](mailto: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](mailto:recruitment@moadoph.gov.au)
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer