**CANDIDATE PACK**

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| **POSITION DETAILS** | |
| **REFERENCE NO** | 31111 |
| **TITLE** | Heritage Administrator |
| **CLASSIFICATION** | APS Level 4 |
| **EMPLOYMENT TYPE** | Ongoing |
| **WORKING HOURS** | Full-time |
| **OFFICE ARRANGEMENT** | On-site – with flexibility to work from home up to one day per week pending discussion with Manager. |
| **SALARY** | $75,385 - $81,775 pa + 15.4% Superannuation |
| **SECTION** | Capital Projects |
| **TEAM** | Built Heritage |
| **ELIGIBILITY** | * Australian Citizenship * Security Clearance (after commencement) |
| **CONTACT OFFICER** | Louise Holt 02 62708181 |
| **OPENING DATE** | Tuesday, 29 July 2025 |
| **CLOSING DATE** | Monday, 11 August 2025 11:59pm |
| **SPECIAL NOTE** | **This is an ongoing opportunity.**  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 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’s commitment to reconciliation is expressed in the [MoAD Reconciliation Action Plan 2023-25](https://www.moadoph.gov.au/sites/default/files/2023-06/MoAD%20INNOVATE%20RAP_2023.pdf).

MoAD employees are engaged under the [*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**ent 2024-2027*](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)*.*

**POSITION DETAILS**

The Heritage Administrator will provide administrative support to the Heritage team at Old Parliament House.

Old Parliament House is on the National and Commonwealth heritage lists and is protected under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and the Old Parliament House and Curtilage Heritage Management Plan (HMP).

This position will be part of a small team responsible for planning and delivery of capital works, with a focus on managing refurbishment and restoration projects and upgrading of the building infrastructure whilst ensuring the preservation of heritage fabric.

If you enjoy working in a fast-paced environment, work collaboratively with others, and have excellent organisation and administration skills, we’d love to hear from you. You will work in a supportive team, develop an excellent understanding of heritage and project management processes and have a tangible impact on protecting the heritage values of Old Parliament House.

**ROLE RESPONSIBILITIES and DUTIES**

Under the direction of the Manager, Built Heritage, the Heritage Administrator will be required to:

* Provide secretariat support for Actions committee processes.
* Collect, organize and manage project data including photographs, reports, plans, and other written records. You will utilize the Museum’s systems including Teams, CM10 and Ke Emu.
* Assist with the preparation of project documentation including heritage approvals, all-staff communications and written updates for key stakeholder groups.
* Work collaboratively with colleagues, external contractors including specialist trades, conservation experts and others to achieve the desired outcomes.
* Completing other tasks in support of the section including research and collection accessioning.

**OUR IDEAL CANDIDATE**

Our ideal candidate will have:

* A track record of reliably completing administrative tasks with attention to detail and accuracy.
* Well-developed written and verbal communication skills
* Well-developed time management skills, and the ability to organise workloads, supervise contractors, and meet competing priorities.
* Demonstrated ability to work effectively within a small team, share knowledge, and show initiative.
* Ability to use, or to quickly acquire knowledge of relevant applications including EMu collection management system, Microsoft Suite, CM10.
* Prior experience or training in project management, cultural heritage, or museum and collections is highly desirable.

**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](https://www.moadoph.gov.au/about/careers).

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 or 02 6270 8127.

**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 8235 or 02 6270 8127 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