

Position application pack

Position title: Executive Assistant

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If you are deaf, hearing or speech impaired,
you can contact us through the National Relay Service,
TTY call 133 677, Speak and Listen 1300 555 727.



Position description: Executive Assistant

Who we are

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world.

A snapshot of the Museum



\$70m
annual operating
budget



275
employees



250k+
items in the
collection



650k+
visitors onsite
each year



4m+
national and global
visitors to our touring
exhibitions to date



5m+
visitors online
each year



7m+
visitor engagements
each year

Our vision and mission

- The Museum inspires, challenges and empowers people to find their voice and place in the world.
- We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after.
- We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia.
- We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future.
- We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation.
- We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community.
- The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events.

For more information, visit the [website](#).

Our employee commitment

We are dedicated to cultivating a workplace environment where every individual feels valued, connected and empowered to contribute to our collective purpose. Our commitment is to foster a workplace culture that embodies diversity, equity and inclusion. This commitment extends to implementing equitable recruitment practices and making reasonable adjustments to accommodate diverse needs. By embracing the unique perspectives and experiences of every individual, we enrich our organisation and better serve our audiences and communities.

The Museum offers employees a rewarding and purpose-driven experience. We provide meaningful work, diverse learning opportunities, an inclusive community, flexible arrangements and competitive conditions to support our employees in thriving personally and professionally while making a positive impact on Australia's future.

Position:	Executive Assistant
APS classification:	APS Level 5
Employment type:	Ongoing, Full-time
Division:	Corporate
Business unit:	Legal, Executive and Governance Services
Reports to:	Executive Officer
Direct reports:	Nil
Location:	Acton, ACT
Security clearance:	National police check

Division purpose

The Corporate Division is essential in supporting the Museum's operations and ensuring the seamless delivery of exceptional experiences for internal stakeholders, visiting audiences and employees. Its primary role is to manage risk and ensure compliance with relevant Acts, government policies and regulatory requirements.

The division oversees critical functions including finance, facilities, security, governance, legal affairs, information technology and people and culture. By focusing on these areas, the division upholds the Museum's commitment to excellence, leadership and inclusivity.

Role purpose

The Museum has an exciting opportunity for a professional to join the Museum's Legal, Executive and Governance Services team as an Executive Assistant, providing high quality support to the Deputy Directors, and other key stakeholders as required.

The Legal, Executive and Governance Services business unit manages a range of operational matters, often sensitive and complex, and works closely with all areas of the Museum. The incumbent of the position will provide high level administrative support to the Deputy Directors, including managing correspondence, diary management and coordination, document management and reporting and event support. The position liaises with Governance to provide support for Council, high profile visitors and international guests. Discretion and representational skills are essential to the role.

Key accountabilities

The successful candidate will have experience in providing Executive Assistant support to Senior Executive level staff in busy and dynamic situations, and will therefore have the ability to bring initiative, personal drive, analytical and problem-solving skills to the role. You will have exceptional administrative skills and enjoy being well-organised and have strong attention to detail. You will have a professional image and enjoy liaising with a range of people. You will work in a fast-paced environment where priorities shift and your ability to be flexible and adapt to change is paramount.

- Develop and maintain administrative systems that support the daily running of the Deputy Director's offices, including but not limited to diary management, preparation of correspondence, maintenance of filing systems, arranging meetings, travel and hospitality.
- Liaise effectively with internal and external stakeholders, particularly of a senior level, to ensure seamless delivery of the Museum's business.
- Timely management and coordination of briefings and materials required by the Deputy Directors for internal and external appointments, meetings, conferences and other business-related activities.
- Manage special events and visits hosted by the Deputy Directors for VIP guests of the Museum.
- Liaise with the Directorate to provide administrative support, including catering and travel arrangements for Council and its sub committees, as required.
- Understand and anticipate business requirements of the Deputy Directors and the Executive Management Group more broadly and operate with tact and discretion.
- Demonstrate high-level oral and written communication skills.

Selection criteria

- Demonstrated high level administrative and coordination skills to support the Senior Executive, with an understanding or experience in the cultural sector.
- High level oral and written communication skills and proven ability to build and maintain relationships with a variety of stakeholders at senior levels.
- Strong organisational skills with a proven capacity to manage multiple tasks and meet deadlines with minimum supervision.
- Demonstrated resilience, professionalism and discretion.
- Demonstrated ability to work in a small team and assist colleagues when required.

Mandatory core capabilities

Positions at the Museum are assessed in accordance with the Australian Public Service Commission Role Evaluation Framework. The occupant of this position is expected to demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects and standards described by the:

- [Work Level Standards](#)
- [Integrated Leadership System Capabilities](#)
- [APS Values and Code of Conduct](#)
- [APS Legislative Framework](#)

The Museum also expects all employees to display professional capabilities, as relevant to their position and classification, in accordance with our Workplace values:

Leadership

Demonstrate leadership in how programs are delivered, striving to create a new benchmark in excellence.

Collaboration and connection

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

Courage and innovation

Be bold and decisive, embrace challenges and opportunities, and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

Agility and resilience

Embrace and respond to change as a normal part of our working environment.

Respect and integrity

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

To apply

Applicants must include a 1-page pitch addressing their suitability for the role against the selection criteria. Applicants must also provide a resume and contact details for 2 referees.

Applications close at 11.59pm Sunday, 27 April 2025.

Visit <https://www.nma.gov.au/about/employment> and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.