

## Position application pack

Position title: People and Culture Advisor - Payroll

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TTY call 133 677, Speak and Listen 1300 555 727.



## Position description: People and Culture Advisor - Payroll

### 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



## 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.

<b>Position:</b>	People and Culture Advisor – Payroll
<b>APS classification:</b>	APS Level 5
<b>Employment type:</b>	Non-ongoing, Full-Time
<b>Division:</b>	Corporate
<b>Business unit:</b>	People and Culture
<b>Reports to:</b>	APS6 Senior People and Culture Advisor – Payroll
<b>Direct reports:</b>	Nil
<b>Location:</b>	Canberra, ACT
<b>Security clearance:</b>	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.

## Business unit purpose

The People and Culture business unit plays a critical role in driving the Museum's strategic priorities by ensuring the development and maintenance of a high-performing, resilient and diverse workforce. With a focus on fostering a positive workplace culture and delivering innovative human resource programs and services, this business unit supports the Museum in achieving its mission as a world-class cultural institution and preferred employer.

## Role purpose

As a People and Culture Advisor – payroll you can expect to work within a dedicated team that has a clear sense of purpose and understanding how you can individually contribute to the National Museum of Australia (NMA).

The NMA are looking to engage a skilled and inquisitive professional to join the People and Culture team. This role requires an individual with strong interpersonal and well-developed communication skills, sound judgement, ability to manage competing deadlines with an aptitude to perform in a collaborative team environment. In addition, the role will demonstrate organisational ability and can provide a high level of customer service to both internal and external stakeholders.

Previous experience within an APS payroll setting and experience using Aurion or a similar HRIS is preferred. This role is looking for an individual who is motivated in seeking opportunities for business with a comprehensive understanding of personnel practices and procedures, as well as an understanding of how to interpret relevant legislation.

## Key accountabilities

- Process salaries, superannuation, allowances, workers compensation payments and leave using the Aurion system.
- Provide excellent support to employees with payroll and related enquiries (ie. Employment conditions and entitlements) ensuring their needs are met in a timely, accurate and customer-centric manner.
- Interpret and accurately apply APS legislation and workplace agreements on employment conditions, entitlements and instruments affecting payroll.

- Maintain privacy and integrity-based principles when dealing with employees in all matters, such as employment information, salary, and taxation details.
- Participate and assist with the payroll audit has required - gathering and analysing data and presenting information.
- Provide support to employees on the Employee Self Service Module of Aurion.
- Establishing and maintaining collaborative relationships with internal and external stakeholders to make appropriate personnel decisions.
- Assist in influencing and implementing business improvements including process and procedure improvement.
- Maintaining currency in subject matter expertise through on-going professional development and learning opportunities.
- Assist the APS6, Senior People and Culture Advisor with adhoc duties as required.

## Selection criteria

- Relevant experience and knowledge in HR/payroll systems.
- Understanding of and ability to comply with relevant legislation, policies and procedures
- An ability to work within a team to deliver high quality business outputs within strict timeframes.
- Well-developed communication skills, including the ability to effectively negotiate and influence outcomes.
- Solid problem-solving skills, high attention to detail and the ability to work autonomously and maintain accurate data and records.

## 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 2 March 2025.**

Visit <http://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.