



AIATSIS

Application Pack

Assistant Director - Return of Cultural Heritage

Executive Level 1

Ongoing, Full-time

\$94,472 - \$103,630

This is an Identified position

Approval may be granted to maintain the annual salary for an existing Australian Public Service employee transferring to the Institute whose current annual salary exceeds the above salary range.

A merit pool may be established from this selection process to fill future ongoing & non-ongoing opportunities

Who we are

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research.

What we do

We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

What we are trying to achieve

Our functions are established under the [Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989](#).

These functions are to:

- develop, preserve and provide access to a national collection of Aboriginal and Torres Strait Islander culture and heritage;
- use that national collection to strengthen and promote knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage;
- provide leadership in the fields of:
 - Aboriginal and Torres Strait Islander research; and
 - ethics and protocols for research, and other activities relating to collections, related to Aboriginal and Torres Strait Islander peoples; and use (including use for research) of that national collection and other collections containing Aboriginal and Torres Strait Islander culture and heritage;
- lead and promote collaborations and partnerships among the academic, research, non-government, business and government sectors and Aboriginal and Torres Strait Islander peoples in support of the other functions of the Institute;



- provide advice to the Commonwealth on the situation and status of Aboriginal and Torres Strait Islander culture and heritage.

We are an Australian Government statutory authority. The Minister responsible for AIATSIS is the Hon Ken Wyatt AM, Minister for Indigenous Australians, and it sits within the portfolio of the Department of the Prime Minister and Cabinet.

About the Program Area

AIATSIS is leading a program to secure the return of Aboriginal and Torres Strait Islander peoples' cultural heritage held overseas to its original custodians and owners or appropriate cultural institutions.

Returning material to country for purposes of cultural revitalisation is a key aspiration of Indigenous communities. The Return of Cultural Heritage (RoCH) program supports the cultural resurgence of Australia's First Nations peoples. This initiative will strengthen the signal both to the nation and globally that Aboriginal and Torres Strait Islander culture is respected, celebrated and valued.

The program will rely on expert knowledge as well as strong community engagement and partnerships, and a network of engaged individuals and organisations to achieve its goals.

About the Role

The Assistant Director is responsible for the development of research strategies, conducting high-quality research and evaluation of outcomes, producing reports, official return requests, policy papers and other outputs. They are responsible for engagement with Aboriginal and Torres Strait Islander peoples, communities and organisations, as well as domestic and international cultural institutions and collectors.

The position provides support to the Director and Executive Director to inform legislative requirements and the development of changes to repatriation policy, practice and guidelines.

Key responsibilities of the role

- Supervision of a small team, developing and monitoring of work plans and work flows, the delivery of outputs, and the mentoring and guiding of team members
- Working with other team members, develop research strategies, lead development of, and undertake, high-quality research
- Support the Executive Director and Director in stakeholder engagement through preparation of research, reports and briefs, negotiations with communities and institutions, preparation of meeting notes, ensuring follow up actions and outcomes are completed
- Assist the Executive Director and Director through the preparation of written articles for a variety of publications and presentations, and the preparation of media content



- Support and oversee administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- The Assistant Director is expected to both model appropriate behaviour and to contribute to the mission and objectives of AIATSIS in that capacity
- Some domestic and international travel will be required

The Assistant Director RoCH reports to the Director RoCH

Key Challenges

- Anticipating and addressing contentious issues and providing accurate advice on complex issues while maintaining a high level of cultural competency and confidence.

Key Relationships

- **Executive Director RoCH** – Provide expert advice and contribute to decision making; identify emerging issues/risks and their implications and propose solutions; receive advice and report on progress towards business objectives and discuss future directions supporting with development and implementation of the strategic direction of the work program
- **Executive** – Collaborate and provide advice to contribute to strategic decision-making
- **Director RoCH** – Support the Director in managing and supporting the tasks of the team; support with development and implementation of the strategic direction of the work program
- **Stakeholders (internal)** – Liaise with, and coordinate information between stakeholders with and the Executive; consult and collaborate with, to define mutual interests and determine strategies to achieve their realisation
- **Stakeholders (external)** - Collaborate and negotiate in research and engagement activities, provide sound and reliable advice; manage expectations, resolve problems and provide solutions to issues; negotiate outcomes and timeframes

Our ideal candidate

The ideal candidate will:

- Be a highly culturally proficient individual with practical experience in Indigenous engagement, with a demonstrated capacity to engage and negotiate in good faith, with the intent to benefit Aboriginal and Torres Strait Islander peoples, or a demonstrated capacity to develop this experience.
- Have a strong track record of research experience, with demonstrated capacity to lead and build research/curatorial/policy projects.
- Be a clear and effective communicator, with emotional intelligence and self-awareness, and a creative thinker. They will have excellent writing and analytical skills and the ability to communicate ideas clearly to a wide range of audiences.



- Possess demonstrated project management skills, including the ability to plan, monitor and evaluate projects, budgets, time frames and seeing projects through to completion.
- Have the ability to model ethical and appropriate behaviour, to provide leadership, build collaborations and partnerships, and develop relations with Indigenous communities and other stakeholders, including public representation.
- Experience or qualifications in research/cultural heritage management/cultural collections or repatriation, or in the repatriation environment (legal, policy, cultural) dealing with Aboriginal and Torres Strait cultural heritage, is highly desirable.

What we offer

Opportunities for further education, professional development and study assistance will be available. You can also expect personal development planning activities and to work in a supportive learning environment.

We understand that you will work best when you have a healthy work-life balance and can attend to your family commitments. We offer flexible working conditions, competitive leave entitlements and health and wellbeing programs.

How to apply

If this sounds like the opportunity you are looking for, we want to hear from you! Send your completed application to recruitment@aiatsis.gov.au by Monday, 2 November 2020.

- Referring to 'Our Ideal Candidate', provide a succinct summary (no more than 1550 words) outlining your skills, knowledge and experience demonstrating why you should be considered for this role.
- Complete the enclosed application form.
- Attach your resume, covering your personal details, education and qualifications, work and other relevant experience.

What should I include in my supporting statement?

Your application should be brief and align to the requirements specified in the vacancy information published on our website. Generally, we do not use selection criteria for applications unless they are specific technical requirements.



How will my application be assessed?

You will be assessed on your resume and your response to 'Our Ideal Candidate'. Your response should be succinct and demonstrate your ability to meet the requirements of the job and should complement your resume. Your resume should be comprehensive enough to show that you have the experience and/or qualifications to undertake the duties and responsibilities of the job. Because this is an Identified position your resume should include your knowledge of and experience with Aboriginal and/or Torres Strait Islander cultures, issues, communities and engagement.

A selection decision may be based solely on your written application and referee reports, and it is the quality, rather than the quantity of your written submissions that is the most critical factor.

Your cultural competency will carry more weight than other factors in the assessment. These requirements are based on the information provided to you as part of the job opportunity.

Your referees may also be contacted at any stage of the assessment process to validate your claims. For this reason it is important that you advise them that you have applied for a role at AIATSIS, and that you feel confident they will be able to support your application.

If you need assistance developing your response you may want to refer to the applying for jobs on the Australian Public Service Commission website:

<http://www.apsc.gov.au/working-in-the-aps/applying-for-jobs-in-the-aps>

Who to contact

For enquiries about this job please contact Jason Lyons on (02) 6261 4271 or Jason.Lyons@aiatsis.gov.au

If you are experiencing any difficulties accessing or submitting your online application, or you would like more information about this job please contact the AIATSIS Recruitment Team on (02) 6246 1172.



FAQ

What are Special/Affirmative Measures and Identified Positions?

The Australian Public Service (APS) advertises some jobs as Special Measures (also called Affirmative Measures) and/or Identified positions. The two classifications are similar but serve different purposes.

Special Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as a Special Measure, and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as a Special Measure, it will be clearly marked as such.¹

The use of the Indigenous special measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for a Special Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

Identified positions

Identified positions are roles that require people to have an understanding of the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians, and are open to all Australian citizens².

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

¹ <https://www.apsc.gov.au/indigenous-employmentaffirmative-measure-and-identified-positions>

² <https://www.apsc.gov.au/indigenous-employmentaffirmative-measure-and-identified-positions>



What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes. Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the [Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies](#)



APPLICATION FORM

Position Applied For

Position Title Assistant Director - Return of Cultural Heritage

Position Number 00034151

Classification Executive Level 1

Job Type (Ongoing / Non-Ongoing) Ongoing, Full-time

Applicant Details

Surname

Given Name

Title

Date of Birth

Contact Number

Email

Postal Address

Educational Qualifications

Do you wish to identify yourself as belonging to any of the following diversity groups

People from Non English Speaking Background
 Women
 Aboriginal or Torres Strait Islander
 People with Disabilities

If you have any special requirements for an interview, i.e. difficulty with stairs, please indicate

[Internal-Use-Only]

Date Application Received

Processed By



Current Employment Details

Note: There are arrangements applying in the Australian Public Service (APS), which limit the subsequent employment of people who have received a redundancy benefit. (The circumstances where the restrictions apply are set out in clause 7.1 of the Australian Public Service Commissioner's Directions 2016 (the Directions). For more information please refer to:

<https://www.apsc.gov.au/engagement-people-who-have-received-redundancy-benefit>

Are you currently employed in the Australian Public Service? Yes No (complete only question 4 below)

1. Have you accepted a redundancy package in the last 12 months? Yes No

2. Are you: Ongoing Non-Ongoing

3. If Yes, AGS Number

4. Current Employer

5. Current Classification/Level

6. Current Position Title

Eligibility Requirements

Note: Applicants will generally only be eligible for employment if they are Australian citizens.

Are you an Australian Citizen? Yes No

Do you identify as Aboriginal and/or Torres Strait Islander? Yes No

References

Instruction: As all positions in AIATSIS are Identified – Applicants should provide the details of an Aboriginal and/or Torres Strait Islander person to confirm their relevant experience and cultural competency.

Indigenous Referees Name

Position Held

Contact Details

Email:
Phone:

Other Referees Names (2)

Position Held

Contact Details

Email:
Phone



Eligibility Requirements

Mobile:
Phone:

Advertisement

Where did you see the advertisement for this position

- Koori Mail
- ALIA
- APSJobs (Gazette)

- AIATSIS Website
 - SEEK
 - Other
-

If Other, Please Specify:

