



AIATSIS

Research and Education Group bulk recruitment for

APS 4, APS 5, APS 6 and Executive Level 1

Ongoing and non-ongoing roles for up to 18 months with the possibility of extension

Salary range across levels are \$62,515 to \$104,666

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

A merit pool will be established from this selection process to fill future ongoing and non-ongoing positions

These are Affirmative Measures opportunities open to Aboriginal and/or Torres Strait Islander people only

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 Research and Education Group

The Australian Institute of Aboriginal and Torres Strait Islander Studies is at the forefront of research led by Aboriginal and Torres Strait Islander people, who are involved as researchers, partners and drivers of our research priorities and projects. We lead by example in conducting research to the highest ethical standards and we have a genuine commitment to building pathways for knowledge exchange. There are four teams within the Research and Education Group:

Indigenous Country and Governance provides leadership in coordinating research and information relevant to native title and traditional ownership. We have a focus on recognition and protection of the rights of Indigenous peoples and we make a direct contribution to law and policy reform. We conduct research projects on identified priority areas, produce native title publications and access services, and deliver workshops and the annual national native title conference.

Indigenous Culture and Policy supports the active practice of Aboriginal and Torres Strait Islander cultures and transmission of knowledge. Our work involves both academic and community-based research to enable repatriation of cultural information and the recording of new materials within culturally informed frameworks. We manage the Indigenous Research Exchange which contributes to Indigenous leadership of research and policy design, and strengthens engagement among researchers, governments and communities to promote better access to data.

The **Education team** was formed in 2020 to enact the newly developed AIATSIS Education Strategy. We strive to influence what children learn at school about Aboriginal and Torres Strait Islander peoples; research, develop and provide culturally responsive, digitally agile professional learning and education resources; and facilitate a cutting edge, Canberra-based Schools Program that provides culturally and racially literate learning experiences for students.

Ethics and Research Leadership links AIATSIS with universities and the wider research sector to coordinate and influence research agendas, and leads a national approach to ethical research, notably implementation of the *AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research*. The team works closely with others to provide policy research advice to government.



About the Roles

The Research and Education Group employs over 60 percent Aboriginal and Torres Strait Islander staff, which makes for a highly culturally competent workplace. We actively invest in the skills and knowledge of our staff so they can thrive in their current roles as well as aspire to develop their chosen career pathway.

We are seeking to fill a number of roles across the Research and Education Group – some that require general skills and others that require more specialist expertise.

General roles

At various levels, the Research and Education Group is seeking to fill a range of roles with dynamic people who can be flexible, responsive and resilient, and can manage competing priorities. We are seeking people who can work productively in a team, who help out their colleagues when they are under time pressure, and who show initiative, good judgment and a positive approach.

You are flexible, solutions focused, can think on your feet and manage multiple competing priorities. You must have good attention to detail and the ability to pick up new processes, systems and knowledge quickly, as well as excellent research and writing skills.

You will have strong communication and interpersonal skills, which will allow you to engage effectively with Aboriginal and Torres Strait Islander people from across the country, at different levels of understanding about research processes, and with distinct interests in the work of AIATSIS.

Specialist roles

We are also seeking applications for roles that require specialist skills, or where you have some of these skills and would like to develop further expertise in order to fulfil these positions. The roles are:

EL1 Research Fellow and APS6 Senior Research Officers

You will be responsible for conducting high quality analytical research projects, developing research strategies, designing research projects, and producing publications and resources, such as submissions to Parliament, national reports and briefing papers for senior meetings as well as academic papers. You will have postgraduate qualifications or are completing a postgraduate degree or can demonstrate equivalent research experience.

For at least one EL role, we are looking for a person who has completed a law degree. A legal practicing certificate is not required.



EL1 Assistant Director Education

You will be responsible for developing education programs for students and professional learning for teachers. The role involves a high level of autonomy in curriculum resources and workshop development, adult facilitation, and project management in order to support team objectives. Provision of specialist curriculum expertise and culturally responsive pedagogical knowledge is required to support the development, delivery and management of projects in relation to the AIATSIS Education Strategy.

The role requires tertiary qualification/s in Education or related field.

APS6 Data Analyst

You will be responsible for contributing to the work of the Indigenous Research Exchange, with a particular focus on data research, analysis and interpretation. You will have a high level of autonomy in complex research analysis, and deliver on a range of research, design and project development tasks.

Professional or academic experience in data analysis, interpretation and visualisation is essential for this role.

Our ideal candidate

All roles at AIATSIS require a high level of demonstrated cultural competency that includes:

- an understanding of the AIATSIS vision to create a world in which Aboriginal and Torres Strait Islander peoples' knowledge and cultures are recognised, respected, celebrated and valued
- an informed, authentic and respectful understanding of Aboriginal and Torres Strait Islander cultures and societies, including research and policy matters related to the lives of Aboriginal and Torres Strait Islander peoples
- the capability to incorporate Indigenous voices, experiences and perspectives in all of our work

Executive Level 1

- Produce high quality research publications and resources for a range of audiences to final standard
- Provide leadership, build partnerships and develop productive relationships with Aboriginal and Torres Strait Islander communities, organisations and peoples, and with academic, government and community stakeholders
- Strategically manage several projects, set priorities, establish work plans, allocate resources and evaluate project outcomes, and contribute to team planning, decisions and development
- Report in writing and other forms to AIATSIS governance committees, partner organisations, government departments and other parties on the progress and results of projects



- Take responsibility for a range of project and research outputs, including budgets, submissions, conference papers, academic articles, speeches and media releases, either independently or as part of a small team

APS6 or APS5

- Develop project strategies, set priorities, establish work plans, manage project resources and evaluate project outcomes, and contribute to team planning and decisions
- Develop and draft project and research outputs, including submissions, conference papers, academic articles, speeches and media releases, either independently or as part of a small team
- Engage with stakeholders on complex and sensitive issues to contribute to outcomes
- Demonstrate high level research, analytical and writing skills to assist with the preparation of research resources and publications, submissions and policy papers

APS 4

- Contribute to the achievement of AIATSIS goals and objectives as a member of a team
- Manage productive relationships with Aboriginal and Torres Strait Islander partners and community members, and with government and other stakeholders
- Prioritise work tasks, contribute to improving team practices and show initiative

What we offer

We are seeking applications for APS4, APS5, APS6 and EL1 roles across multiple teams in the Research and Education Group of AIATSIS. These are ongoing roles and non-ongoing roles of 18 months with the possibility of extension. The roles can be filled on a full-time or part-time basis, and we offer flexible working arrangements.

We provide significant opportunities for further education and professional development – you will be working in a supportive learning environment. We also understand that you work best with a healthy work-life balance and can attend to your family and community commitments, so we provide flexible working conditions and culturally appropriate leave entitlements.

How to apply

Send your completed application to recruitment@aiatsis.gov.au by 11.59pm on Monday 26 April 2021.

- Referring to 'Our Ideal Candidate' and 'About the Roles', 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. Please specify the level to which you are applying and If you are applying for one of the specialist or generalist roles
- 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 and in this pack. 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 Affirmative Measures and Identified position your resume should include your knowledge of and experience with Aboriginal and/or Torres Strait Islander cultures, issues, communities and engagement.

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>

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.

Who to contact

For enquiries about this job please contact Peter Bligh, Director Indigenous Country and Governance, on (02) 6129 3919 or e-mail peter.bligh@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 Affirmative Measures and Identified Positions?

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

Affirmative 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 an Affirmative 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 an Affirmative measure, it will be clearly marked as such.¹

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative 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

For Generalist Roles *(please indicate the classification type role you are applying for)*

Position Title Research and Education Group - Various

Position Number Various

Classification
(please indicate role you wish to apply for) APS4 APS5 APS6 EL1

Job Type
(please indicate employment type) Ongoing Non-Ongoing

Location Acton, ACT

For Specialist Roles *(please indicate the role you are applying for)*

Position Title Research and Education Group - Various

Position Number Various

Classification APS6 Research Officers APS6 Data Analyst
 EL1 Research Fellow
 EL1 Assistant Director - Education

Job Type (Ongoing / Non-Ongoing) Ongoing Non-Ongoing

Location Acton, ACT

These positions will be filled using the affirmative measure provision, which allows for the targeted recruitment of Indigenous Australians into the Australian Public Service. The vacancy is only open to Aboriginal and/or Torres Strait Islander people.

The filling of these employment opportunities is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975.

Applicant Details

Surname

Given Name

Title

Date of Birth

Contact Number

Email

Postal Address



Applicant Details

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

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

Note: Applicants will only be eligible for this employment opportunity if they are Aboriginal and/or Torres Strait Islander

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:
		Mobile: Phone:

Advertisement

Where did you see the advertisement for this position	<input type="checkbox"/> Koori Mail	<input type="checkbox"/> AIATSIS Website
	<input type="checkbox"/> ALIA	<input type="checkbox"/> SEEK
	<input type="checkbox"/> APSJobs (Gazette)	<input type="checkbox"/> Other

If Other, Please Specify:

