



AIATSIS

Application Pack

Team Leader

APS6

Ongoing Fulltime

\$76,459 - \$86,968

This is an identified position

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 Collection Development and Management program

The Collection Development and Management program is one of two programs in the AIATSIS Collections Services Group. Other program is the Collection Preservation Digitisation programs.

The Collection Development and Management program consists of Collection Development, Audiovisual Collection Management, Photographic Collection Management, Manuscript Collection Management, and Descriptive Metadata and Cataloguing units.

The Collection Development Unit is responsible for the donations and acquisitions for the AIATSIS collection, management of the registration function, management of the Art and Object collection, and curation of exhibitions, both online and physical.

Other units in the program are responsible for the management and documentation of collection materials, as well as the maintenance of descriptive cataloguing standards in bibliographic records. The units undertake a range of collection development, management and documentation activities, including assessment, accessioning, cataloguing, arrangement, and description of AIATSIS collection materials. They also contribute to preservation activities and collection care.

About the Role

There is currently one Team Leader position available in the Audiovisual Collection Management unit.

The Team Leader plays a key role in the development, management and documentation of AIATSIS collection materials. This work involves but is not limited to: assessment, accessioning, cataloguing and describing AIATSIS collection materials; development and review of collection management standards and procedures for collection materials and the wider AIATSIS collection; quality assurance; collections research; and communicating and collaborating with internal and external stakeholders. Descriptive work may involve creating finding aids, auditioning, and captioning depending on the format of material. This work also involves the care and management of items with cultural sensitivities.

The Team Leader also supports the Assistant Director and contributes to development and implementation of wider program and agency business plan and policies.



The key responsibilities of the role include:

- Collaborate with the Assistant Director in managing the workflow including prioritising, allocating and undertaking the collection development and management activities, as well as monitoring and reporting on the unit's key performance indicators.
- Undertake a review or development of policy, standard and procedure documents.
- Conduct research on collection materials and report its outcomes, including consulting and communicating with internal and external stakeholders.
- Provide training and supervision, and act on own and others' development needs.
- As a member of the Collection Development and Management program, contribute to the achievement of AIATSIS goals and objectives, including providing advice and representing the unit at internal and external meetings and forums.

This position reports to the Assistant Director.

Our ideal candidate

The Ideal Candidate will be committed to working with Aboriginal and Torres Strait Islander peoples and will demonstrate cultural capability. This may be demonstrated by:

- Having an understanding of the diversity of Aboriginal and Torres Strait Islander peoples and their world views and shared connections to land and culture;
- Being sensitive, empathetic, and respectful towards Aboriginal and Torres Strait Islander cultures and heritage; and
- An understanding of Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.

In addition, the ideal candidate will have:

- Demonstrated knowledge and understanding of collection development and management principles within a cultural institution or community organisation, particularly in relation to the appropriate care of Aboriginal and Torres Strait Islander cultural and heritage materials, including an understanding of copyright legislation, Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues.



- Demonstrated research and writing skills, proficiency in creating and maintaining records with accuracy and working with cataloguing and collection management systems and processes.
- Strong time management and organisational skills, with a demonstrated ability to manage changing priorities and deliver outputs.
- Demonstrated interpersonal skills, as well as communication skills, both orally and in writing, with internal and external stakeholders on complex matters.
- Demonstrated experience in providing training, and motivating and supervising staff.
- Demonstrated experience in coordinating and enhancing workflows and procedures for improved efficiency and productivity.
- Demonstrated experience in contributing to business planning, as well as policy and procedure development.

Tertiary qualifications in Indigenous studies, information studies, cultural heritage, archives administrations or a related field are highly desirable. Equivalent relevant skills and experience will be recognised.

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 11.59pm on 3 November 2021.

- 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.

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 Kazuko Obata on (02) 6246 1166 or Kazuko.Obata@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

Position Applied For

Position Title

Position Number

Classification

Job Type (Ongoing / Non-Ongoing)

Location Acton, ACT

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

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).

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. Substantive 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

Email:

Phone:

Other Referees Names (2)

Position Held

Email:

Phone

Email:

Phone

Advertisement

Where did you see the advertisement for this position

- Koori Mail
 ALIA
 APSjobs (Gazette)

- AIATSIS Website
 SEEK
 Other
-

If Other, Please Specify:
