



AIATSIS

Application Pack

Senior Records Officer and ICT Support

APS 5

Ongoing

Salary Range \$69,637 to \$74,327.00

This is an Affirmative Measures opportunity 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 Program Area

Digital Services delivers Information, Communication and Technology products, services and advice to support AIATSIS to achieve its strategic and corporate objectives.

Digital Services maintains a secure and reliable network, operating environment, systems and data storage capabilities and is responsible for achieving compliance with Government's ICT, Records and Information Security policies and standards.

About the Role

As part of the Digital Services team, the Senior Records Officer will contribute to AIATSIS' information governance, provide support and guidance to staff that enables compliant recordkeeping practices which improves business efficiency, support the implementation of a records management solution, and implement controls that ensure AIATSIS meets compliance requirements with records being secure, accessible and archived appropriately. This position also supports the ICT Operations team helpdesk function.

The Senior Records Officer will work collaboratively and be customer focused with the ability to manage competing demands and undertake activities relevant to the efficient operation and continuous improvement of information and records management systems.

Key responsibilities

As a Senior Records and ICT Support Officer, you will work to the Records and Information Manager and will be responsible for the following:

- Provide expert advice and support to staff about information and records management including standards, practices and helpdesk technical support to all AIATSIS staff
- Develop training and resources and deliver training to staff.
- Administer and maintain the records management systems.
- Undertake tasks for the identification, assessment and sentencing of paper and digital records using the appropriate records authorities.
- Identify records and information management issues and assisting in the development of solutions including the acquisition and implementation of a suitable technical solution (electronic document records management system) for AIATSIS.



- Support the ICT Operations team (helpdesk) by providing level 1 customer service and user support to AIATSIS staff, responding in a timely manner to service requests and issues.
- Contribute to the development and maintenance of plans, policies and procedures relating to records management.
- The Senior Records Officer will work collaboratively and be customer focused with an ability to manage competing demands and priorities.

Key relationships

- CIO - Provide advice and reports
- Deputy CIO - Collaborate and provide advice to contribute to strategies, planning and day-to-day matters
- Manager, Projects and Information – Direct Supervisor
- Stakeholders (internal) - Liaise with and coordinate information between stakeholders, the DCIO and CIO
- Manage and sustain professional relationships with National Archives of Australia, vendors and service provider partners

Key technical requirements

It is expected that the Senior Records Officer have demonstrated experience and knowledge in the following:

- information and records management legislative, policy and standards requirements in a government agency; and

This position 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 this employment opportunity is intended to constitute an Affirmative Measure under section 8(1) of the *Racial Discrimination Act 1975*.

Our ideal candidate

The ideal candidate will have:

- Demonstrated experience and application of records management standards, best practice and legislative requirements.
- Demonstrated experience in client service delivery in a support role providing high quality customer service.
- Demonstrated ability to develop records management policies and procedures



- Experience in the assessment and accurate sentencing, archiving and disposal of records.
- In addition to your knowledge and experience in information and records management, you will be the type of person who enjoys interacting with others, building relationships, delivering training and working in a cross-functional team.

In addition, the successful candidate must have the following capabilities:

- Understands Aboriginal and Torres Strait Islander business with the agency and the outcomes the agency is responsible for delivering
- Engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- Takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- Encourages and draws on different cultural experiences and knowledge

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 **27 October 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 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 Jenny Priest on (02) 6129 3925 or recruitment@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

This position 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 this employment opportunity 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

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:
