



AIATSIS

Research and Education Group bulk recruitment for Education and Ethics positions
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 \$70,960 to \$106,655

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.

These are Identified positions open to all Australians, where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, cultures, and histories, and exemplify positional self-reflexivity with regards to this understanding.

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 Aboriginal and Torres Strait Islander 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 Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) is the Hon Ken Wyatt AM, Minister for Indigenous Australians, and AIATSIS sits within the portfolio of the Department of the Prime Minister and Cabinet.

Ngurra: The National Aboriginal and Torres Strait Islander Cultural Precinct

The recently announced Ngurra precinct will be nationally significant in speaking to the central place that Aboriginal and Torres Strait Islander people hold in Australia's story. It will comprise two key elements:

- A National Resting Place to house and care for repatriated limited provenance ancestral remains and any associated cultural material on their journey back to Country.
- A Culture and Knowledge Centre where Aboriginal and Torres Strait Islander Australia tells its own stories and celebrates the 65,000-year history of this nation. It will include education, exhibition and gallery spaces in a new fit-for-purpose home for AIATSIS.

In relation to the Culture and Knowledge Centre, the Education team will be pivotal in:

- Establishing and delivering an engaging interactive experience, providing professional development through culturally responsive training and educational resources.
- Making stories from the AIATSIS Collection accessible to Australian students and educators and developing educational content.
- Creating a transformative learning experience for all Australian students and teachers, when either visiting Canberra or through on-line training.

About the program area

AIATSIS 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.

Via the AIATSIS Education Strategy, the **Education and Ethics team** 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 responsive learning experiences for students.

We also link AIATSIS with universities and the wider research sector to coordinate and



influence research agendas, and lead a national approach to ethical research, notably via the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research.

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 and support them to develop in their chosen career pathway.

We are seeking to fill five roles across the Education and Ethics team with people who can work productively in a fun and exciting team, who help colleagues when they are under time pressure, and who show initiative, good judgment, and work with an anti-racist and strength-based approach.

All roles are Canberra-based and require strong communication and interpersonal skills that allow you to engage effectively with Aboriginal and Torres Strait Islander people from across the country.

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 resource and workshop development, adult facilitation, and project management to support team objectives. Demonstration of curriculum resource writing experience and culturally responsive, anti-racist pedagogical knowledge is required to support the enactment of the AIATSIS Education Strategy.

You will be building professional learning and resources to support teachers to embed Indigenous-related curricula and improve their pedagogical agility.

This role requires you to have tertiary qualification/s in Education or related fields.

EL1 Education Research Fellow

You will be responsible for conducting high quality analytical research projects, developing research strategies, designing research projects, and in collaboration with the Director of Education, produce academic papers and publications such as submissions to Parliament, national reports, and briefing papers for senior meetings.

You will be building the research foundations required to guide our professional development and curriculum resource development that will tackle racism in education systems, and influence what children learn in schools about Aboriginal and Torres Strait Islander peoples.

This role requires you to have postgraduate qualifications, or be completing a postgraduate degree, or the ability to demonstrate equivalent research experience in Education.

APS6 Project Manager

You will be working closely with the Assistant Director, Education to develop and draft Education project outputs, including submissions, presentations, academic articles, and professional development and curriculum resource projects.



You will be responsible for developing education project plans, setting priorities, establishing work plans, managing project resources, evaluating project outcomes, and contributing to team planning and decisions.

This role requires you to demonstrate high level project management skills to coordinate tasks and meet project deadlines and deliverables.

APS5 Research Officer

You will be working closely with the Education Research Fellow to support the development and delivery of research strategies, projects, and other knowledges that will underpin the formation of professional development and curriculum resources to tackle racism in education systems, and influence what children learn in schools about Aboriginal and Torres Strait Islander peoples

You will have research, analytical and writing skills to assist with the preparation of research resources and publications, submissions and policy papers.

This role requires you to have undergraduate qualifications or be completing an undergraduate degree or the ability to demonstrate equivalent research experience.

Our ideal candidate

All roles at AIATSIS require a high level of cultural capability and critical self-reflexivity 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

What we offer

We are seeking applications for multiple roles across multiple teams in the AIATSIS Education and Ethics team. These are ongoing roles and a non-ongoing role of 18 months, with the possibility of extension. The roles are full-time, and we offer flexible working arrangements.

AIATSIS provide significant opportunities for further education, professional development and study assistance will be available - you will be working in a supportive learning environment. We also understand that you will work best when you have a healthy work-life balance and can attend to your family and/or personal 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** (Canberra Time) on **Monday 14 March 2022**. Applications must:

- Refer to both the 'About the role' and 'Our ideal candidate' sections, provide a succinct supporting statement (no more than two pages) outlining your skills, knowledge and experience demonstrating why you should be considered for this position.
- Include the completed application form.
- Have your resume (no more than two pages) attached that covers 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 'About the role' and 'Our ideal candidate' sections of this application 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 supporting statement. 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 and supporting statement should include your knowledge of and experience with Aboriginal and/or Torres Strait Islander cultures, issues, communities and engagement.

Your cultural capability and ability to critically self-reflect will carry more weight than other factors in the assessment. See the FAQ section for more information.

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 referees may 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” page 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 the Education and Ethics Director, Sharon Davis on **(02) 6261 4204** or **Sharon.Davis@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 identified positions?

Identified positions are roles that require people to understand the matters affecting Indigenous peoples and have a proven ability to engage with individuals, communities, and Indigenous-led organisations effectively and sensitively. These requirements are generally for jobs that involve providing services or developing policies for Indigenous people, 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 citizens¹.

All Identified positions at AIATSIS require candidates 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 and ability to critically self-reflect.

What is Cultural Capability and Critical Self-Reflexivity?

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's core functions. Therefore, AIATSIS must 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 Agencies².

Additionally, the ability to be self-reflective, especially as a non-Indigenous person, is an essential skill for these roles. This can include, but is not limited to:

¹ <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/indigenous-capability-agency-portal/indigenous-recruitment-guide>

² <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/aboriginal-and-torres-strait-islander-workforce/cultural-capability-framework>



- Reflecting on Self: Ask racially and culturally grounded questions about yourself to increase awareness of seen (consciously known), unseen (unknown), and unforeseen (unanticipated) issues.
- Reflecting on Self in Relation to Others: Acknowledge the multiple roles, identities, and positions you bring to your work.
- Shifting from Self to System: Consider how history, politics and systemic racism shape your ways being and working.



APPLICATION FORM

Roles (please indicate the classification type you are applying for)

Position Title Education and Ethics team - Various

Position Number Various

Classification APS5 APS6 EL1 (ADE) EL1 (ERF)

Job Type (Ongoing / Non-Ongoing) Ongoing

Location Acton, ACT (**please note: these roles are generally Canberra-based**)

These positions will be filled using the identified positions provision, which requires the candidate to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and proven culturally appropriate engagement and communication skills.

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(s) Women Aboriginal or Torres Strait Islander People with Disability

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

[Internal-Use-Only]

Date Application Received



[Internal-Use-Only]

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. 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

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, cultural capability, and ability to be critically self-reflective.

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

- Koori Mail
 ALIA
 APSjobs (Gazette)

- AIATSIS Website
 SEEK
 Other
-

If Other, Please Specify:

