



AIATSIS

Application Pack

Director, Collection Access and Family History

Executive Level 2

Ongoing Full-time

\$115,545 to \$129,115

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:

- 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
 - activities relating to collections associated with 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

Collection Access and Family History Program is one of currently four directorates within the Partnerships and Engagement Group. Collection Access and Family History provides a range of culturally appropriate services to stakeholders and Aboriginal and Torres Strait Islander peoples relating to access and use of published and unpublished collection material. The directorate consists of two units with each unit operating under the direction of an Assistant Director who oversees the provision of services within their remit, aligned to strategic and business plans.

Key operational activities of the directorate include processing of client requests, assisting stakeholders and clients on-site with access and use enquiries, indexing of names for the Aboriginal Biographical Index (ABI) of the Mura catalogue, relationship management with Collections Services Group to prioritize permissions to access collection items, return of material to Indigenous communities, undertaking Indigenous family history research and training, and managing the regulatory requirements as course owner of a nationally accredited Certificate IV training course.

About the Role

The Director of Collection Access and Family History is a pivotal role for AIATSIS, providing strategic direction and leadership to the two units and undertaking work with a high level of complexity and/or sensitivity pertaining to access and use of collection material within a major specialist collection agency.

The successful candidate is expected to apply and maintain an extensive understanding of the role and responsibilities of the agency, incorporating a comprehensive understanding of the agency's impact on the wider political and community context in which it operates and be effective, versatile and action oriented.

The Director Collection Access and Family History reports to the Executive Director of Partnerships and Engagement Group.

Working under broad direction the Director will be responsible for:

- leading and managing staff resources for the effective and efficient operations of the two units



- the overall strategic management of culturally appropriate services in facilitating collection access and use, reference and family history services aligned to conditional and Indigenous Cultural Intellectual Property requirements, policies, and legislation
- influencing and developing strategy, policies, priorities and operational practices and activities in support of AIATSIS objectives relating to the discoverability and accessibility of the Collection.
- provision of high level expert advice on professional, technical and administrative matters regarding access and use requirements of the AIATSIS collection
- provision of high level written reports on the Directorate's strategic plans and operational activities includes statistical reports, briefs, submissions, agreements, and more complex correspondence. Participation and contribution to various network and stakeholder meetings, forums, conferences etc.
- overall management of the AIATSIS owned nationally accredited Certificate IV course to ensure compliance with Australian Skills Quality Authority regulations
- overall management of specific projects, budgets and funding agreements, ensuring staffing requirements met and budget managed appropriately
- maintaining and building good relationships with key internal and external stakeholders

Key relationships:

- Executive Director for Partnership & Engagements Group, Collections Services Group and Strategy and Operations Group
- Collection Services Management team – Collaborate and provide advice to contribute to strategic and operational decision making with other Directors in Partnerships and Engagement Group and Collections Services Group
- Senior Management team - Collaborate and contribute to strategic and operational decision making with other Directors within AIATSIS
- Direct reports (Collection Access and Family History unit Assistant Directors) – lead, direct, manage and support performance and development
- Stakeholders (internal) – liaise with and coordinate information between stakeholders and Executive Director Collections Services
- Stakeholders (external) – (government and community organisations, libraries and cultural institutions) provide sound and reliable advice, manage expectations, resolve, and provide solutions to issues, negotiate outcomes and timeframes



Our ideal candidate

The ideal candidate will:

Demonstrate respect for diverse backgrounds, experiences, and perspectives. In particular, the ideal candidate should possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander culture, policy and peoples.

Have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Indigenous people and researchers and the particular demands of such a collection including understanding of the challenges posed by Indigenous Cultural and Intellectual Property Rights and the concerns of Indigenous peoples when facilitating access to material which contains Indigenous cultural heritage.

Have proven ability to shape strategic thinking, provide strategic advice, along with the ability to solve complex issues and translate strategy into operational goals.

Have demonstrated ability and experience in managing programs, including budgets.

Have knowledge of systems pertaining to management of collection material, including its discoverability and accessibility.

Have proven ability to lead and inspire a team through excellent people management and leadership, commitment to organisational culture and resilience and capability to manage competing priorities, in a changing environment.

Have proven skill and experience in cultivating and nurturing productive working relationships, facilitating cooperation by fostering teamwork, resolving conflict using appropriate strategies, display integrity and professionalism and a commitment to achieving results.

Have demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison and collaborative skills evidenced in interactions with internal and external clients.

Have a relevant degree and/or demonstrated experience and skills working with major cultural heritage collections in a library or archive context. May include experience in engaging with Aboriginal and Torres Strait Islander communities to facilitate management of, and access to cultural knowledge.



What we offer

Opportunities for further education, professional development and study assistance will be available. You can also expect personal development 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 **22 March 2022**.

- 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 Ben Phelps ben.phelps@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 Director, Collection Access and Family History

Position Number 09995132

Classification Executive Level 2

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

Location Acton, ACT

Note this role is advertised as an Identified position

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).

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
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Email:
Phone:

Other Referees Names (2)	Position Held	Contact Details
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Email:
Phone



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
		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:

