



# AIATSIS

Application Pack

Assistant Director, Indigenous Country and Governance

APS Executive Level 1

Ongoing Full-Time

\$97,230 to \$106,655 pa

This is an Identified position

## About the Program Area

AIATSIS is at the forefront of research lead by Aboriginal and Torres Strait Islander people, who are involved as researchers, partners and drivers of our research priorities and projects. Within the Research and Education Group, we lead by example in conducting and funding research to the highest ethical standards and we have a genuine commitment to building pathways for knowledge exchange.

The Indigenous Country and Governance (ICG) Program sits within the Research and Education Group. The ICG team produces, shares and supports leading edge research and products in the fields of native title, Traditional Ownership, Indigenous governance, and caring for country including land, sea and water. The team works closely to enable an effective and influential evidence base to inform policy, practice and decision-making in the context of native title, Indigenous land management, self-determination and knowledge transfer.

## About the Role

We are seeking a high performing and talented Assistant Director to provide strategic direction and leadership in the AIATSIS's ICG Team.

Key responsibilities include:

- undertaking Indigenous research in country and governance including in Native Title research, to inform Indigenous research policy development and support research knowledge transfer
- strategically managing several research projects, including grant projects, set priorities, establish work plans, allocating resources and evaluating project outcomes
- managing and leading the operation of the team, including taking responsibility for the performance and outputs of the team
- reporting to AIATSIS governance committees, partner organisations, government departments and other parties on the progress and results of projects
- providing leadership and developing productive relationships with internal and external stakeholders
- developing complex correspondence and resources to promote Native Title, Traditional Ownership, Indigenous governance, and caring for country including land, sea and water
- other duties as directed.



## Our ideal candidate

Our ideal candidate will:

- have demonstrated ability to 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 in the native title sector
- have proven ability to strategically manage several projects, set priorities, establish work plans, allocate resources and evaluate project outcomes, and contribute to team planning, decisions and development
- have strong leadership and management skills, including the ability to supervise, inspire and motivate staff, as well as building team capacity through coaching, performance feedback and management, and creating career development opportunities
- have demonstrated ability to communicate with influence, in writing and verbally, in order to advise, liaise and effectively and respectfully negotiate with a wide range of internal and external stakeholders
- have demonstrated ability to undertake native title research and provide analysis, guidance and briefing and reporting on complex matters as well as the ability to develop policy, procedures and resources for the sector
- hold or be completing post-graduate qualifications in a relevant field of study, or able to demonstrate equivalent research experience and/or work experience in native title.

## Cultural Capability

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 people's 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 ethical research and policy matters related to the lives of Aboriginal and Torres Strait Islander people
- the capability to incorporate Aboriginal and Torres Strait Islander peoples' voices, experiences and perspectives in all of our work.

## 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](mailto:recruitment@aiatsis.gov.au) by 11.59pm on **Sunday 6 November 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 Identified position your resume should include your knowledge of and experience with Aboriginal and/or Torres Strait Islander cultures, issues, communities and engagement.

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.

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>

## Who to contact

For enquiries about this job please contact Felicity Thiessen, Director, Indigenous Country and Governance Unit, on 02 6129 3940 or at [felicity.thiessen@aiatsis.gov.au](mailto:felicity.thiessen@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.

## 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.

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 Linda Burney MP, Minister for Indigenous Australians, and it sits within the portfolio of the Department of the Prime Minister and Cabinet.



# 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.<sup>1</sup>

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 citizens<sup>2</sup>.

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.

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<sup>1</sup> <https://www.apsc.gov.au/indigenous-employmentaffirmative-measure-and-identified-positions>

<sup>2</sup> <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

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## Position Applied For

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Position Title

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Position Number

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Classification

---

Job Type (Ongoing / Non-Ongoing)

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Location Acton, ACT

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## Applicant Details

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Surname

---

Given Name

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Title

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Date of Birth

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Contact Number

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Email

---

Postal Address

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Educational Qualifications

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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

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

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## Current Employment Details

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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).

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Are you currently employed in the Australian Public Service?  Yes  No (complete only question 4 below)

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1. Have you accepted a redundancy package in the last 12 months?  Yes  No

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2. Are you:  Ongoing  Non-Ongoing

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3. If Yes, AGS Number

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4. Current Employer

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5. Substantive Classification/Level

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6. Current Position Title

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## Eligibility Requirements

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Note: Applicants will generally only be eligible for employment if they are Australian citizens.

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Are you an Australian Citizen?  Yes  No

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Do you identify as Aboriginal and/or Torres Strait Islander?  Yes  No

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## References

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*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.*

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**Indigenous Referees Name**

**Position Held**

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Email:

Phone:

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**Other Referees Names (2)**

**Position Held**

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Email:

Phone

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Email:

Phone

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## Advertisement

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Where did you see the advertisement for this position

- Koori Mail  
 ALIA  
 APSjobs (Gazette)

- AIATSIS Website  
 SEEK  
 Other
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If Other, Please Specify:

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