Application Pack

Archive Information Officer

APS5
Ongoing – Full Time
$67,596 - $72,148

This is an Identified Position which means that part of or all of the duties impact on Indigenous Australian people and/or involve interaction with Indigenous Australian communities or their representatives. Aboriginal and Torres Strait Islander people are encouraged to apply.
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 established under the Public Governance, Performance and Accountability Act 2013. The Minister responsible for AIATSIS is Senator the Hon Nigel Scullion, Minister for Indigenous Affairs. AIATSIS sits within the portfolio of the Department of Prime Minister and Cabinet.
About the Photographic Collection Management Unit

The photographic collection management team, in the Collections Development and Management section, works to assess, accession, catalogue and make discoverable the vast and growing photographic collection held by AIATSIS. The Institute’s photographic collection comprises approximately 700,000 items in a range of formats dating from the late 1800s to the present day. The team also has a major role in the digital preservation workflow, including the scheduling and preparation of material for digitisation, and undertaking further processing once the digital files are received.

About the Role

The Archive Information Officer (Photographic) is a member of the Collection Management and Development area that develops operational policy and practice for the management of the collection. The role undertakes descriptive work to enhance the discoverability of and access to the AIATSIS collection and will also develop an understanding and appreciation of the collection through curatorial and collection management work including collection research and analysis.

Duty Statement

Under limited direction

- Undertake high-level documentation of photographic collection materials, including the cataloguing of information onto the Institute’s online catalogue using RDA and other activities to enhance the discoverability of the collection.
- Oversee the ongoing development of the photographic access database through a range of measures to enhance the content and improve access to the collection.
- Undertake a wide range of collection management activities in the photographic collection including the accessioning of items into the collection, project work, database updates and quality assurance measures in relation to the digital preservation program.
- Supervise staff undertaking cataloguing and accessioning activities and train as required.
- Communicate effectively with internal and external stakeholders on a range of moderately complex issues
- Contribute to the achievement of AIATSIS goals and objectives as a member of the Collections Program
- Identify and act on own development needs
- Be aware of, and work to the capability clusters outlined in the Australian Public Service Commission Integrated Leadership System applicable to APS 5 employees.
Our ideal candidate will have

The ideal candidate will have:

1. Demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by their capacity to:
   a. understand Aboriginal and Torres Strait Islander peoples and cultures;
   b. identify issues affecting Aboriginal and Torres Strait Islander peoples today; and
   c. communicate respectfully.

2. Demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander peoples and researchers. Understanding of the challenges posed by Indigenous Cultural and Intellectual Property Rights and concerns Indigenous peoples may have about Indigenous cultural heritage material being made available.

3. Demonstrated ability to undertake collection management activities with audiovisual materials, including the ability to undertake original cataloguing using RDA guidelines, and an understanding of descriptive metadata. Must be accurate and have high level attention to detail. Experience in staff supervision and coordinating workflows would be relevant to this role.

4. Demonstrated ability to build and sustain positive relationships with team members, stakeholders and clients, being responsive to changes in client and stakeholder needs and expectations.

5. Demonstrated capacity to listen and understand the views of others, respect different viewpoints and contribute positively to change.

6. Demonstrated ability to communicate in a clear, concise and articulate manner both verbally and in writing.

**Qualifications**

Relevant tertiary qualifications highly regarded. Demonstrated experience and skills, in an area relevant to the role would be an advantage.

**What we offer**

Opportunities for further education, professional development and study assistance. 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 **Wednesday, 30 January 2019**

- Referring to ‘Our Ideal Candidate’, provide a succinct summary (no more than 1550 words) outlining your skills, knowledge and experience and 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 and the names and contact details of at least two referees.

**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?**

A selection decision may be based solely on your written application and referee reports, and it is the quality, rather than the quantity that is the most critical factor.

You 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 David Jeffery on (02) 6246 1139 or david.jeffery@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) 62614262.
FAQ

What are Special/Affirmative Measures and Identified Positions?

The Australian Public Service (APS) advertises some jobs as Special Measures and/or Identified positions. The two classifications are similar but serve different purposes.

Special 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 a Special 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 a Special Measure, it will be clearly marked as 'Special Measures'.

The use of the Indigenous special measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into AIATSIS.

If you are applying for a Special Measures position at AIATSIS, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form.

Identified Positions
Identified Positions are jobs that require people to have an understanding of the issues affecting Indigenous Australians and a proven ability to communicate sensitively. 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.

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 of the issues and capacity to communicate respectfully. 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.

What is Cultural Capability?
As all positions at AIATSIS are 'Identified' this means that each position has 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**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Archive Information Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>09995120</td>
</tr>
<tr>
<td>Classification</td>
<td>APS5</td>
</tr>
<tr>
<td>Job Type (Ongoing / Non-Ongoing)</td>
<td>Ongoing – Full Time</td>
</tr>
</tbody>
</table>

**Applicant Details**

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name</th>
<th>Title</th>
<th>Date of Birth</th>
<th>Contact Number</th>
<th>Email</th>
<th>Postal Address</th>
<th>Educational Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ People from Non English Speaking Background</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ Women</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ Aboriginal or Torres Strait Islander</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ People with Disabilities</td>
</tr>
</tbody>
</table>

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 2013 (the Directions). For more information please refer to: [http://www.apsc.gov.au/aps-employment-policy-and-advice/recruitment-and-selection/reenforcement](http://www.apsc.gov.au/aps-employment-policy-and-advice/recruitment-and-selection/reenforcement)*

<table>
<thead>
<tr>
<th>Are you currently employed in the Australian Public Service?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you accepted a redundancy package in the last 12 months?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>
## Current Employment Details

Are you:  
☐ Ongoing  ☐ Non-Ongoing

If Yes, AGS Number

Current Employer

Current Classification/Level

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 Aboriginal and/or Torres Strait Islander?  
☐ Yes  ☐ No

## References

*Instruction: All positions in AIATSIS are Identified Positions – Applicants should provide the details of an Aboriginal and/or Torres Strait Islander person to confirm your relevant experience and cultural competency.*

<table>
<thead>
<tr>
<th>Indigenous Referee’s Name</th>
<th>Position Held</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position Held</td>
<td>Contact Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Advertisement

Where did you see the advertisement for this position  
☐ Koori Mail  ☐ AIATSIS Website  
☐ Canberra Times  ☐ SEEK  
☐ APSjobs (Gazette)  ☐ Other

If Other, Please Specify:
Assessment

You will be assessed on your resume and your response to ‘Our Ideal Candidate’. Your response should be succinct and be able to provide information on how you are able 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 show you are capable 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 or contact the HR Manager:*