



NATIONAL ARCHIVES OF AUSTRALIA

## Position Description

<b>Position number</b>	52870
<b>APS Level</b>	APS 4
<b>Branch &amp; Section</b>	Collection Management Branch, National Network Coordination
<b>Position title</b>	Reparations Package Officer (Affirmative Measure, Aboriginal and Torres Strait Islander Employment Provision)
<b>Job Role</b>	Curator/Archivist/Conservator (160201)
<b>Location</b>	Naarm (North Melbourne, Victoria)
<b>Status</b>	Full time, non-ongoing (12 months with possibility of extension up to 2 years)
<b>Security designation</b>	Baseline
<b>Salary range</b>	\$71,767 – \$77,333 p.a. + 15.4% superannuation
<b>Contact Officer</b>	Emily Hobson Manager, Public Engagement <a href="mailto:emily.hobson@naa.gov.au">emily.hobson@naa.gov.au</a>

The National Archives of Australia is looking for a motivated candidate to join our Victorian Public Engagement team to provide archival services supporting the Victorian Stolen Generations Reparations Package.

This non-ongoing position is located in our Archives office at Naarm (North Melbourne) on Wurundjeri country.

### What the National Archives has to offer:

- An inclusive working environment where the experiences and unique perspectives of Aboriginal and/or Torres Strait Islander Peoples are recognised and valued members of the Australian Public Service (APS).
- A genuine commitment to the career development of Aboriginal and/or Torres Strait Islander employees.
- Diverse staff networks, including the Aboriginal and Torres Strait Islander staff support network; Reconciliation Action Plan Working Group; Diversity and Inclusion (D&I) Network and Price in Diversity membership.
- Flexible working arrangements, superannuation entitlements, leave, and access to cultural leave.

### About You:

- Willingness to learn & build a career, work under routine direction against established priorities and procedures while exercising some autonomy.
- Support and maintain effective relationships with internal and external stakeholders.
- Excellent interpersonal and communication skills.
- Demonstrated ability to communicate effectively in a diverse and inclusive environment.
- Ability to keep and manage records, use Microsoft Word, Microsoft Excel and other relevant software systems.
- Provide high quality client service to internal and external clients.

- Willingness to learn APS and Commonwealth values policies and procedures.

## About the role

This role will respond to requests associated with the Victorian Stolen Generations Reparations Package under the Memorandum of Understanding between National Archives of Australia and Department of Justice and Community Safety (DJCS).

Under general direction the main duties of the role are to:

- Assist in providing access to the National Archives collection by responding to remote reference inquiries relating to the Victorian Stolen Generations Reparations Package. This includes providing access directly to eligible applicants under the Package.
- Perform duties (including administrative and project tasks) associated with managing and providing access to Indigenous records including access examination, digitising, copying, indexing, and physically retrieving and returning records to the repository.
- Represent the National Archives and liaise with internal and external stakeholders to promote an understanding of the National Archives and its collection as it relates to the Stolen Generations Reparations Package.
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve business outcomes.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 20230 and Our Values.

Relevant tertiary qualifications (or significant progress towards completion) and/or experience working with an archival or cultural heritage collection is desirable.

## About the branch and section

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

National Network Coordination is responsible for the strategic and operational implementation of the National Archives' physical presence and statutory functions across a network of state and territory offices in Australia. This includes collection management, archival services, access, public engagement, digitisation and relevant state and territory stakeholder management responsibilities.

## Who we are

The National Archives provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

**Our vision:** Australia's cultural identity and democracy are strengthened by connecting people with the evidence of Australian Government activities and decisions.

The National Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. For more information see [Inclusion and diversity | naa.gov.au](https://naa.gov.au/inclusion-and-diversity)



National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- innovation
- collaboration
- inclusion

National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

### Are you eligible?

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

You must also be able to meet the inherent physical requirements of this role which includes repetitive, sedentary, screen-based work and/or the ability to handle records in accordance with established work health and safety practices and archival principles. You may be asked to complete a questionnaire, as part of the recruitment process, to substantiate your fitness for duty. This questionnaire will be provided to those short-listed for interview and provides an insight into the activities of the Section.

**Affirmative Measures:** The Affirmative Measure – Aboriginal and Torres Strait Islander Employment Provision, legislated under Section 31, allows agencies to identify a role as open only to Aboriginal and/or Torres Strait Islander people and is within the meaning of special measures under subsection 8(1) of the Racial Discrimination Act 1975.

**Evidence of Aboriginal or Torres Strait Islander status:** Confirmation of heritage is a document provided by an Aboriginal and Torres Strait Islander community organisation 'confirming' or 'endorsing' that a person is Aboriginal and/or Torres Strait Islander. We understand that acquiring this can be difficult, and we are committed to ensuring that this does not become a barrier for candidates. Please visit [Confirmation of Heritage](#) for more information or contact us to discuss this process and let us know how we can support you.

### How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (500 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in Strategy 2030 and Our Values.

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