

Manager, Historical Records

- Are you looking for an opportunity to deliver projects with significant importance?
- Do you want to make a real impact in improving outcomes for Aboriginal and Torres Strait Islander people?
- Clerk Grade 11/12 Temporary role up to 30 June 2023, based in Mascot with flexible work arrangements available

Salary: Clerk Grade 11/12. Package includes base salary (\$131,094 to \$151,609) plus employer's contribution to superannuation and annual leave loading.

About the Role: This is a unique opportunity to join Aboriginal Affairs as the **Manager, Historical Records** to work with stakeholders inside and outside government to lead a program of work to deliver key commitments through Unfinished Business and recommendations of recent reviews of the Family Records Service. The program of work includes contextualising and increasing publicly available information on the practices of the Aborigines Welfare Board and government under the policies of protection and assimilation.

You. Our Ideal Candidate: We are looking for Aboriginal and Torres Strait Islander candidates that can communicate sensitively, and effectively with, and understand issues impacting Aboriginal and Torres Strait Islander people, with strong project management skills. We need candidates that are:

- **Experienced Project Managers.** You can coordinate internal resources and stakeholders to develop, manage and deliver Unfinished Business and Family Records related projects.
- **Can Build Collaborative Partnerships.** You utilise your interpersonal skills, influencing and negotiating with a diverse range of stakeholders to readily build trust and credibility, and develop productive relationships with your team.
- **Results Driven.** You are determined, flexible and self-driven. You can plan and manage your time to drive achievement of business outcomes in an Aboriginal outcome focussed environment.

This is an Identified role under the Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role.

Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the *NSW Anti-discrimination Act (1977)* for Aboriginal people who meet the following criteria:

- is of Aboriginal and/or Torres Strait Islander descent, and
- identifies as an Aboriginal and/or Torres Strait Islander person, and
- is accepted as such by the Aboriginal and/or Torres Strait Islander community.

Applications Close: Monday, 12 September 2022

If you would like to discuss this opportunity further please contact Lisa Madden, Director, Healing and Government Relations, 0459 861 643 or email Lisa.Madden@aboriginalaffairs.nsw.gov.au

Applications are to be lodged online at iworkfor.nsw.gov.au
Job Reference Number [0000920S](#)