



# AIATSIS

**Join Australia's leading collecting, research and publishing institution on the cultures and histories of Indigenous Australians.**

*Over its 50-year history, AIATSIS has evolved into a national authority on Indigenous studies. It is a hub for collaborative, ethical collecting and research and develops Indigenous staff and researchers. AIATSIS Collections are one of the world's leading collections of printed, audio and visual materials on Aboriginal and Torres Strait Islander culture, history and societies.*

## **Metadata Officer (Identified)**

**APS Level 6**

**Ongoing, Full time**

**\$75,702 - \$86,107**

### **Duties**

The Descriptive Metadata and Cataloguing team is responsible for the maintenance of descriptive cataloguing standards in bibliographic records.

Quality metadata is essential in providing access to our collection. In cooperation with other Institute staff, the Metadata Officer provides expertise in the development, implementation and assessment of metadata policies and procedures which will enhance access and discoverability.

The position will monitor external developments and trends in cataloguing and related standards and can expect to work on a broad range on material formats. The work will involve discretionary application of international and Australian standards in applying quality control to name, subject and AIATSIS Authorities and ontologies. The position will be expected to work independently guided by accepted standards and internal AIATSIS mechanisms of governing descriptive thesauri.

Applicants will have a professional qualification in Librarianship and/or information studies recognised by the Australian Library and Information Association or have significant relevant experience for the role.

**Closing Date: Wednesday, 11.59pm 23 December 2020**

### **How to apply:**

Please consult the AIATSIS website [www.aiatsis.gov.au](http://www.aiatsis.gov.au) for more information and download the Application Pack. Follow the instructions on the Application Pack and submit your application to [recruitment@aiatsis.gov.au](mailto:recruitment@aiatsis.gov.au) by the closing date.

Applicants will be required to demonstrate a high level of cultural proficiency in relation to Aboriginal and Torres Strait Islander cultures and the capacity to work with Aboriginal and Torres Strait Islander people as stakeholders, colleagues and peers.

### **This is an identified position.**

*The Institute values a skilled and diverse workforce to meet the needs of the organisation in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present. Aboriginal and Torres Strait Islander people are encouraged to apply.*

**CLICK FOR FURTHER INFORMATION  
AND TO VIEW THE APPLICATION PACK**