



# AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL  
AND TORRES STRAIT ISLANDER STUDIES

**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.*

## **Collection Services Support Officer**

**APS Level 4**

**Non-Ongoing, Full time**

**\$61,896 – \$67,562**

### **About the Collection Services program**

The Collection Services program is part of the AIATSIS Collection Group.

It manages services and policies for culturally appropriate access to the AIATSIS Collection and Indigenous family history research. The program comprises the Collection Access Unit, Rights Management, and the Family History Unit, which work closely with each other.

The Collection Access Unit provides access to AIATSIS collections and reference services for Aboriginal and Torres Strait Islander people as well as non-Indigenous researchers and commercial clients. It also conducts community access visits and tours, provides training in accessing the collection, supports collection exhibition, publication and research and provides advice on culturally appropriate collection access.

The Family History Unit is involved in the provision of Indigenous family history research and training, including for Link Up services around Australia. It also manages a training program including the Cert IV in Stolen Generations Family History Research and Case Management and delivers non-accredited training.

The Rights Management team provides rights and access condition advice on collection materials. The team works across Collections to develop rights based metadata, policy, protocols and procedures to make content discoverable and accessible.

### **About the Role**

The position's primary responsibility is to provide access, both onsite and by phone or email, to material held in the AIATSIS collections. The Collections Services Support Officer will undertake administrative tasks, process requests for collection material, provide information and library services and assist with obtaining permission for use of collection materials. The role also involves working rostered shifts, including at the reference desk under supervision within standard opening hours.

Currently there is one non-ongoing vacancy until 24 December 2020, however applicants found suitable will be placed on a merit list to be considered for any future non-ongoing vacancies.

This position will be filled using the Special Measure provision, which allows for the targeted recruitment of Indigenous Australians into the Australian Public Service. The vacancy is only open to Aboriginal and/or Torres Strait Islander people. The filling of this employment opportunity is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975.

### **How to apply**

Click on the **web link button** below for more information and to 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.

**Closing date: 6 March 2020.**

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