



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.

Access Officer

APS Level 5

Ongoing Full Time

\$68,948.00 - \$73,591.00

About the Program Area

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 Access Officer is a member of the Collection Access Unit. The position is responsible for processing requests for collection material, providing reference and library services, including rostered reference desk and phone shifts within standard opening and business hours, and giving presentations on the AIATSIS collection to visiting groups. The position also contributes to the review and development of policy and procedure documents as well as providing training and supervision to junior staff members.

This position reports to the Senior Access Officer.

Currently there is one vacancy in this role but applicants found suitable will be placed on a merit list to be considered for any future ongoing or non-ongoing vacancies.

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 by the closing date.

Closing date: 6 March 2020.

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