



# 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.*

## **Assistant Director - Return of Cultural Heritage (Identified)**

Executive Level 1

Non - ongoing, Full time

\$94,472 - \$103,630

### **Duties**

The Assistant Director is responsible for the development of research strategies, conducting high-quality research and evaluation of outcomes, producing reports, official return requests, policy papers and other outputs. They are responsible for engagement with Aboriginal and Torres Strait Islander peoples, communities and organisations, as well as domestic and international cultural institutions and collectors.

The position provides support to the Director and Executive Director to inform legislative requirements and the development of changes to repatriation policy, practice and guidelines.

Experience or qualifications in research/cultural heritage management/cultural collections or repatriation, or in the repatriation environment (legal, policy, cultural) dealing with Aboriginal and Torres Strait cultural heritage, is highly desirable.

### **Key responsibilities of the role**

- Supervision of a small team, developing and monitoring of work plans and work flows, the delivery of outputs, and the mentoring and guiding of team members
- Working with other team members, develop research strategies, lead development of, and undertake, high-quality research
- Support the Executive Director and Director in stakeholder engagement through preparation of research, reports and briefs, negotiations with communities and institutions, preparation of meeting notes, ensuring follow up actions and outcomes are completed
- Assist the Executive Director and Director through the preparation of written articles for a variety of publications and presentations, and the preparation of media content
- Support and oversee administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- The Assistant Director is expected to both model appropriate behaviour and to contribute to the mission and objectives of AIATSIS in that capacity
- Some domestic and international travel will be required
- The Assistant Director RoCH reports to the Director RoCH

**Closing Date: Monday 2 November 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](#)