## POSITION DETAILS

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| Position Title | Position Number |
| Coordinator Aboriginal History Research Services | 15758 |
| Classification Level | Award/Agreement |
| Level 6 | Public Service Award 1992, or any other prevailing industrial instrument |
| Division/Directorate | Branch/Section |
| Specialist Aboriginal Projects and Engagement | Aboriginal History WA |
| Physical Location | Effective Date |
| State Library of Western Australia | 21/12/2022 |
| Employment Type | Employment Status |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

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| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 13707 – Director Aboriginal Culture and History – Level 8 | 13711 - Research Officer – Level 5  13712 - Research Officer – Level 5  13715 - Research Officer – Level 4  15134 - Research & Admin Officer - Level 3  13721 - Administration Officer – Level 2 |

### PURPOSE OF THE POSITION

The Purpose or prime function of this position:

Plans and coordinates the work of the Aboriginal History Research Services (AHRS). Coordinates AHRS responses to family history, Redress and all other requests received by the Unit and ensures that outgoing responses are accurate and comply with AHRS policy, and relevant legislation. Supervises the AHRS research team, works with staff to identify development areas and co-ordinates the delivery of in-house training programs. Monitors and provides regular reports on the performance of the AHRS.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

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| MISSION | VISION | VALUES |
| **To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.** | **Creating a vibrant, inclusive and connected WA community.** | **Customer Focused**  **Responsive**  **Respectful**  **Accountable**  **Innovative** |

### DLGSC Objectives

* Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
* Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
* Contribute to the wellbeing of the community through effective regulation
* Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
* Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

* We will a Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
* Being efficient, effective and responsive through an agile and flexible workforce
* Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
* Contributing to the achievement of whole-of-State Government targets
* Using evidence-based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Takes a strategic approach to coordinating the functions of the AHRS and monitoring performance against agreed targets and goals.
2. Coordinates AHRS responses to family history, National Redress Scheme (Redress) and other requests received in the unit.
3. Reviews, monitors and assesses outgoing research responses for quality, accuracy, compliance with AHRS policy, and legislative requirements.
4. Maintains responsibility for the ongoing development of internal processes to ensure that information is inputted in the AHRS database and incoming requests are responded to in a timely manner.
5. Plans and develops strategies and initiatives to improve the efficiency and effectiveness of AHRS services and projects.
6. Establishes and maintains processes for monitoring the performance of the AHRS. Provides regular reports, including maintaining and analysing statistical and qualitative data.
7. Undertakes research in response to applications received for Aboriginal Family History and other requests received by the AHRS.
8. Research archival, genealogical and other historical records for collating responses to family history, Redress and other requests received by the AHRS, as required.
9. Supervises the AHRS team collating responses to promote operational efficiency, and encourages adherence to policies, guidelines and legislation. Identifies employee development areas and encourages development activities and participation in relevant training.
10. Coordinates the delivery of in-house training programs, including staff inductions, records management and other key training programs.
11. Builds and enhances trusting relationships with representatives of local Aboriginal communities, AHRS clients, and other key stakeholders. Engages with local Aboriginal communities around AHRS services and projects.
12. Responds to complex queries and provides advice and assistance to internal staff, other organisations, researchers and Government agencies on the AHRS process, access and policy matters.
13. Prepare ministerials, briefing notes, reports and relevant correspondence associated with the AHRS.
14. Represent the Department on forums, working groups and committees when required.
15. Undertake other duties as directed.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

* Comply with the Department’s Code of Conduct, policies and procedures and relevant appropriate legislation; and
* Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. **Role Specific**
   * + Demonstrated experience in effectively and sensitively communicating with Aboriginal Australians and/or diverse customer groups.
     + Sound knowledge of and/or experience in current issues and trends in Aboriginal affairs.
     + Demonstrated high level initiative and research skills with the ability to supervise and lead a team.
     + Demonstrated experience in working with a diverse range of Western Australian historical and archival records
2. **Shapes and Manages Strategy**
   * + Demonstrated high level conceptual, analytical and organisational skills particularly as applied to planning, monitoring and continuous improvement.
     + Understands strategic objectives, trends and factors that may influence work plans and goals
     + Scans environment to monitor priorities and keeps self and others informed on work issues
     + Thinks laterally, is innovative, identifies and implements improved work practices
     + Evaluates project performance, identifies need for change and initiates change when required
     + Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit.
3. **Achieves Results**

* Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees project to completion.

1. **Builds Productive Relationships**
   * + Demonstrated experience in building and managing relationships to achieve common objectives and outcomes.
     + Demonstrated experience in working both independently and in a team environment.
     + Values individual differences and diversity
     + Works with staff to identify development areas, encourages development activities, proactively requests coaching from supervisor, identifies learning for self and shares this with others.
2. **Exemplifies Personal Integrity and Self-Awareness**

* Adheres to the Code of Conduct and behaves in an honest, professional and ethical way
* Constructively challenges issues, discusses alternatives to progress issues
* Applies self with energy and drive and commits to meeting the objectives, follows up to finalise work
* Commits to action
* Promotes and adopts a positive and balanced approach to work.

1. **Communicates and Influences Effectively**

* High level oral, written and interpersonal skills with the ability to liaise and negotiate with Aboriginal and non-Aboriginal stakeholders.

### Desirable

* Aboriginal Australian

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Appointment is subject to:

* 100 point identification check;
* Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

### Training:

* Complete induction within three months of commencement.
* Complete Accountable and Ethical Decision Making Training within two weeks of commencement.
* Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature** Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position’s duties are to be performed in accordance with the Department’s Code of Conduct.*

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**Employee Signature**  Date (DD/MM/YYYY)