# Job Description Form – Manager Research Stolen Generations Redress Scheme

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| **Position number:** | 16917 | **Classification:** | Level 7 |
| **Division:** | State Records Office | **Branch/section:** | Aboriginal History WA (AHWA) |
| **Reports to:** | Director Aboriginal History - 13707 | **Direct reports:** | 3 |

## Position details

## Position purpose

Lead and manage the Aboriginal History Research Services (AHRS) team to ensure the achievement of agreed outcomes. Build and sustain strong working relationships with the Aboriginal community and key stakeholders in the development and implementation of AHWA policies, procedures and services.

## Context

AHWA is responsible under the *State Records Act 2000* for managing access to restricted records created by the Aboriginal Affairs Planning Authority and its predecessor agencies.

AHWA provides specialised research services to assist Aboriginal Western Australians seeking their personal and family history information. The unit also undertakes special projects to increase understanding of the shared history of Western Australia and contribute to reconciliation.

## Responsibilities

1. Lead and manage the team to ensure the delivery of high-quality services that are responsive to the needs of the Aboriginal community and comply with relevant legislation and Departmental policy. Facilitates mentoring, coaching, recruitment and performance management of staff.
2. Monitor outgoing research responses to family history applications and other requests received in the AHRS for quality, accuracy, and compliance with legislation.
3. Maintain networks and a current knowledge of planning, design and management issues and trends related to delivering Aboriginal history projects.
4. Build and sustain strong working relationships with the Aboriginal community and other key stakeholders in the development and implementation of AHWA services, projects, policies and procedures.
5. Provide high level strategic support, research, advice and information to the Director AHWA to inform and promote the Branch’s policies and services and maintain expert knowledge of issues, trends and legislation relating to AHWA and related issues.
6. Lead the development of operational plans that have clear and appropriate goals, timeframes and budgets; anticipate change and build contingencies with plans.
7. Adopt a continuous improvement approach and manage the development, implementation and evaluation of service delivery, systems, technology, policies and procedures.
8. Respond to complex queries and provide advice and guidance to the team, Departmental staff, other organisations, researchers and Government agencies on AHWA processes, access and policy matters.
9. Represent the Department and contribute to the work of inter-departmental committees, working groups and forums when required.
10. Adhere to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
12. Perform any other duties as assigned or necessary to support the objectives of CITS.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Considerable experience in effectively and sensitively communicating with Aboriginal Australians and/or diverse customer groups.
2. Extensive knowledge of and experience in current issues and trends in Aboriginal affairs.
3. Substantial experience in leading and managing a team of business professionals, setting goals, implementing strategies to achieve them, and motivating staff to perform effectively and at a high-level.
4. Highly developed written and oral communication skills, and demonstrated ability to write concise, effective high-level reports, briefings, submissions and project plans.
5. Demonstrates high level research skills, and ability to develop and implement effective solutions for complex and unique problems.
6. Demonstrated capacity to build and sustain relationships, including Aboriginal community groups and relevant government and non-government agencies, and to navigate challenging and confronting situations and gain the cooperation of internal and external stakeholders.

## Desirable

1. Aboriginal Australian

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Leading Others** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs

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| Registration date | 08 September 2025 |