# Job Description Form – Coordinator Aboriginal History Research Services

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| **Position number:** | 15758 | **Classification:** | Level 6 |
| **Division:** | State Records Office | **Branch/section:** | Aboriginal History WA (AHWA) |
| **Reports to:** | Manager Aboriginal History Research Services | **Direct reports:** | 5 |

## Position details

## Position purpose

Plan and coordinate the work of the Aboriginal History Research Services (AHRS). Coordinate AHRS responses to family history, Redress and all other requests received by the Unit and ensure that outgoing responses are accurate and comply with AHRS policy, and relevant legislation. Supervise the AHRS research team, work with staff to identify development areas, and co-ordinate the delivery of in-house training programs. Monitor and provide regular reports on the performance of the AHRS.

## 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. Coordinate AHRS responses to family history, National Redress Scheme (Redress) and other requests received in the unit.
2. Review, monitor and assess outgoing research responses for quality, accuracy and compliance with AHRS policy, and legislative requirements.
3. Maintain 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.
4. Plan and coordinate strategies and initiatives to improve the efficiency and effectiveness of AHRS services and projects.
5. Establish and maintain processes for monitoring the performance of the AHRS. Provide regular reports, including maintaining and analysing statistical and qualitative data.
6. Undertake research in response to applications for family history and other requests received by the AHRS.
7. Research archival, genealogical and other historical records for collating responses to family history, Redress and other requests received by the AHRS, as required.
8. Supervise the AHRS team, collating responses to promote operational efficiency, and encourage adherence to policies, guidelines and legislation. Identify employee development areas and encourage development activities and participation in relevant training.
9. Build and enhance trusting relationships with representatives of local Aboriginal communities, AHRS clients, and other key stakeholders. Engage with local Aboriginal communities around AHRS services and projects.
10. Respond to complex queries and provide advice and assistance to internal staff, other organisations, researchers and Government agencies on the AHRS process, access and policy matters.
11. Prepare ministerials, briefing notes, reports and relevant correspondence associated with the AHRS.
12. Represent the Department on forums, working groups and committees when required.
13. Adhere to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
15. 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. Sound knowledge of and/or experience in current issues and trends in Aboriginal affairs.
3. Demonstrates high level initiative and research skills, with the ability to supervise and lead a team.
4. Substantial experience in working with a diverse range of Western Australian historical and archival records.
5. Highly developed oral, written and interpersonal skills, with the ability to liaise and negotiate with Aboriginal and non-Aboriginal 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 | 18 September 2025 |