# Job Description Form – Senior Research Officer

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| **Position number:** | 16918 | **Classification:** | Level 5 |
| **Division:** | State Records Office | **Branch/section:** | Aboriginal History WA (AHWA) |
| **Reports to:** | Coordinator Aboriginal History Research Services – 15758 | **Direct reports:** | Nil |

## Position details

## Position purpose

The purpose or primary focus of this position is to:

* Undertake research in response to research requests received by Aboriginal History Research Services (AHRS) and ensure that outgoing responses are accurate and comply with policy and legislation.
* Assist in the daily operations of the team and provide advice and support to clients in relation to policies and procedures of the unit.

## 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. Undertake research in response to requests received by the AHRS.
2. Assist in reviewing, monitoring and assessing outgoing research responses for quality, accuracy and compliance with AHWA policy and relevant legislation.
3. Research archival, genealogical and other historical records for Aboriginal family histories and information to provide advice to AHWA clients.
4. Review and provide research assistance to complex requests received by the AHRS, including sharing learning and supporting other members of the team.
5. Review closed access archival records managed by AHRS and make recommendations regarding their access status.
6. Build and enhance relationships with Aboriginal communities across the State, including peak Aboriginal bodies, local Aboriginal representative groups, Aboriginal community organisations and Link-ups.
7. Liaise with the State Records Office of Western Australia and other agencies on policy and procedural matters.
8. Provide timely, accurate and reliable advice and assistance to senior management, other organisations, researchers, Aboriginal family history clients and government agencies on the AHRS process, access and policy matters.
9. Prepare ministerials, briefing notes, reports and relevant correspondence. Contribute to the ongoing development of specific research as directed by senior management.
10. Participate constructively and positively as a team member to achieve tasks as directed, and assist to maintain and input data to internal databases and records management systems.
11. Adhere to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
13. 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. Analytical, research and investigative skills, and demonstrates strong problem-solving skills, with the ability to use initiative and flexibility to identify solutions.
2. Experience in working with a diverse range of Western Australian historical and archival records.
3. Experience in effectively and sensitively communicating with Aboriginal Australians and/or diverse customer groups.
4. Knowledge of and/or experience in current and historical issues and trends in Aboriginal affairs.
5. Highly developed communication skills, including written, oral, interpersonal, facilitation, negotiation and conflict resolution skills, with a strong customer service focus.
6. Proven ability to schedule, organise and prioritise tasks, within a strict timeframe in a high-volume team-based environment.

## 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 | 8 September 2025 |