# Job Description Form – Research Officer

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| **Position number:** | 16920, 16921 | **Classification:** | Level 4 |
| **Division:** | State Records Office | **Branch/section:** | Aboriginal History WA |
| **Reports to:** | Coordinator Aboriginal History Research Services – Level 6 | **Direct reports:** | Nil |

## Position details

## Position purpose

* Undertake research and assists with preparing responses to Aboriginal family history and other research requests received in the Unit.
* Conduct research for AHWA’s strategic projects, as required.

## 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 of archival, genealogical and other historical records and assists with preparing responses to Aboriginal family history applications and other research requests received in the Unit.
2. Assist with the retrieval, review and release of restricted records to external parties on request, in line with AHWA policies, procedures and relevant legislative requirements.
3. Undertake the collation, research and analysis of information to support strategy, policy and project development within the Unit.
4. Liaise with public sector agencies, the private sector and internal and external stakeholders to gather information for the use in AHWA services.
5. Assist with the preparation of correspondence, reports and briefing notes on AHWA activities for the Minister and internal and external stakeholders.
6. Provide research and administrative support to the Director in the development, implementation and review of policies and projects.
7. Provide timely, accurate and reliable information and advice to senior management on the resolution of issues impacting Aboriginal people’s access to their family history information and the delivery of Aboriginal history services.
8. 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.
9. Maintain a sound awareness of trends and issues nationally and internationally, relevant to Aboriginal family history.
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. Knowledge of the past policies, current trends and issues that impact Aboriginal Australians.
2. Strong research and analytical skills with an understanding of Western Australian historical and archival records. Demonstrate ability to deal with confidential and sensitive information.
3. Experience in effectively and sensitively communicating with Aboriginal Australians.
4. Well-developed written and verbal communication skills, including the ability to present information to a diverse range of audiences.
5. Strong interpersonal skills, with the ability to build and maintain positive relationships with stakeholders and resolve conflict.
6. Sound organisational and prioritising skills with the ability to work both independently and part of a team to deliver outcomes on schedule*.*

## 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 **Personal Leadership** 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 |