# Job Description Form – Research and Administration Officer

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| **Position number:** | Generic | **Classification:** | Level 3 |
| **Division:** | State Records Office | **Branch/section:** | Aboriginal History WA |
| **Reports to:** | Coordinator Engagement and Education - Level 6 | **Direct reports:** | Nil |

## Position details

## Position purpose

* Undertake research of genealogical, archival and historical material.
* Provide a culturally appropriate, customer focused service, including face-to-face, oral and written communications.
* Participate in the research, planning, coordination and implementation of special projects designed to educate and promote Aboriginal history in Western Australia and contribute to the collation and analysis of information to support the development and delivery of special projects.
* Receives and processes the vetting and research of incoming Aboriginal History Research Services (AHRS) requests in accordance with relevant legislation and Departmental policy.

## 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 and supports research of genealogical, archival and historical material.
2. Provide a culturally appropriate, customer focused service, including face-to-face, oral and written communications.
3. Create genealogical charts and reports using specialist genealogy software.
4. Supports senior research officers in the use of genealogy software to assist with Family History Research process.
5. Assist in project management and implementation of the AHRS Online Database.
6. Assist in maintaining team-wide data tracking systems and visualisations for reporting
7. Receives and processes the vetting and research of incoming AHRS requests in accordance with relevant legislation and Departmental policy.
8. Develops, implements, and maintains efficient and effective record and information

systems ensuring appropriate records are kept. Files and retrieves information as required

ensuring the security of confidential documents.

1. Maintain links with research and family link up services, including government, non-government organisations, Aboriginal communities and organisations, to access information.
2. Participate in the research, planning, coordination and implementation of special projects designed to educate and promote Aboriginal history in Western Australia and contribute to the collation and analysis of information to support the development and delivery of special projects.
3. Assist with the implementation of collection management plans, including the digitised collection.
4. Contribute to the organisation and ongoing management of the historical collection.
5. Assist in promoting the AHRS to internal and external stakeholders.
6. Provide information, training and advice to assist new users of the AHRS Online Database including genealogy software including the coordination, training and induction of volunteers.
7. Adhere to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
8. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
9. 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. Experience in effectively, sensitively and respectfully communicating with Aboriginal Australians and/or diverse customer groups.
2. Knowledge of the current and historical issues and trends that impact Aboriginal Australians.
3. Ability to undertake research, and to interpret, analyse and communicate information, and the ability to deal with confidential and sensitive information. Experience in the provision of administrative support and an understanding of office

procedures and office systems.

1. Ability to work effectively as a key support person within a team environment with demonstrated customer focus and commitment to quality services.
2. Competency in using databases, spreadsheets, the use of Microsoft Office suite of software. and social media applications.
3. Sound oral and written communication and interpersonal skills, including the ability to maintain positive relationships with stakeholders.

## Desirable

1. Aboriginal Australian
2. Competency or experience working with genealogical software programs.

## 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 |