



Candidate information pack

Executive Director, Collections Services
(SES Band 1)

Affirmative Measures - Indigenous and Identified Position

Australian Institute of Aboriginal and Torres Strait Islander Studies

Reference No: 785

Close date: 5.00pm AEDT Wednesday 24 November 2021

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Executive Director, Collections Services, SES Band 1, Australian Institute of Aboriginal and Torres Strait Islander Studies

Position description

Position Overview

Reports to: CEO **Staff:** 58

Location: Acton Peninsula, Acton ACT

Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has an opportunity for a highly competent, dynamic leader who is keen to work as a collaborative member of a team committed to delivering on the mission of the organisation.

Position Details

The Executive Director Collections Services, as part of the senior leadership of the Institute, is accountable for growing and maintaining the world's most extensive collection of film, sound, art, writing, and objects preserving and celebrating Aboriginal and Torres Strait Islander knowledge, cultures, and histories, from a whole of Institute perspective. The Executive Director plays a leadership role in ensuring AIATSIS is a responsible custodian of all items held in this unique and diverse collection, guiding the strategic management and long-term safekeeping of all collection materials. To meet these responsibilities, the role manages and integrates the work of teams comprising highly specialised staff handling Collection Development and Management, Collection Services, and Preservation and Digitisation functions. As a member of the Senior Executive Board the role also helps shape the agency's Mission and Strategic Plan, working closely with the AIATSIS council.

The Executive Director Collections Services as part of the senior leadership of the Institute, is accountable for ensuring the proper accessioning and curation of the collection to preserve and make available the wealth of knowledge and rich cultural heritage that it contains. The Executive Director works to continually enhance the accessibility of collection items. The Executive Director also ensures compliance with best practice collection management methods in accordance with national and international standards and policies. Respect for Indigenous Cultural and Intellectual Property rights must be at the forefront in managing collection acquisitions and access.

In addition, the Executive Director Collections Services delivers a strategic vision for the growth and long-term preservation of the collection. The role oversees the digitisation of newly acquired and existing collection items to preserve Aboriginal and Torres Strait Islander cultural heritage for generations to come. The role also builds relationships across the Collections Sector, contributing insights and forming collaborations with high-profile domestic and international institutions to lead the sector on appropriate management of Aboriginal and Torres Strait Islander cultural heritage materials. Where possible, the role facilitates the acquisition of cultural heritage materials held in private collections or overseas.

Duty Statement

- lead the entire collections function within AIATSIS with a broad goal of growing and maintaining the collection, ensuring materials relating to Aboriginal and Torres Strait Islander knowledge, cultures, and histories are preserved, accessible, and effectively managed;
- manage the work of staff responsible for cataloguing, curating, and conserving film, sound, art, writing, and objects held across multiple facilities in both Canberra and Alice Springs;
- develop and implement plans and policies to support the digital transformation and long-term preservation of collection materials, and to continually build opportunities for people to encounter and engage with the stories of Aboriginal and Torres Strait Islander Australia;
- contribute to the development and advancement of the AIATSIS Mission and Strategic Plan, working closely with the AIATSIS council as a member of the Senior Executive Board;
- manage existing and new collection materials to ensure that all Aboriginal and Torres Strait Islander cultural heritage materials held by AIATSIS are appropriately accessioned, handled, respected, and valued;

- oversee the availability of and establishment and management of access rights in relation to sensitive collection materials for research use, public awareness building, and/or any other uses with careful consideration of and respect for Indigenous Cultural and Intellectual Property rights; and
- promote and represent the work of the collection function within AIATSIS to external organisations and funding bodies at state, national and international levels and in the media as required.

Key Capabilities

- demonstrated ability to lead and mentor teams to build a high functioning unit with a shared sense of purpose and direction;
- cultural competence in communicating and engaging with Aboriginal and Torres Strait Islander communities to create relationships built on mutual understanding, trust, and respect;
- ability to effectively collaborate with and influence internal and external stakeholders at all levels while representing both the collection function and the agency;
- strong project management skills across a range of different projects and initiatives, delivering on project goals on time and in line with expectations;
- a strong understanding of the relevant long-term environmental factors affecting the sustainability of the collection and collection function; and
- an innovative and solutions-focused approach, particularly to support increasing digitisation and the long-term preservation of collection materials.

Key Accountabilities

Accountable to the CEO for:

- participation in the Senior Executive Board as part of collective whole of enterprise leadership;
- advancing the AIATSIS mission and strategy and delivery of functions; and
- leadership and management of the Collections Services Group.

Affirmative Measures and Identified Position

This is an Affirmative Measures opportunity open only to Aboriginal and Torres Strait Islander Australians only. Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative Measure, and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage.

In addition this is an Identified Position and Indigenous jobseekers are encouraged to apply for this vacancy. Part or all of the duties impact on Indigenous Australian people and/or involve interaction with Indigenous Australian communities or their representatives.

Qualifications

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

Security

This position requires the successful candidate to have (or the ability to obtain) a Baseline security clearance.

Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)

Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: www.apsc.gov.au/priorities/disability/recruitability.

Australian Institute of Aboriginal and Torres Strait Islander Studies

AIATSIS is Australia's premier national institution for Aboriginal and Torres Strait Islander studies. We house the world's most important and extensive collection of cultural and research material, and we promote Aboriginal and Torres Strait Islander knowledge and culture through access to our collections and publishing work through Aboriginal Studies Press. We engage in a broad research program, covering areas of social and cultural wellbeing, country and governance, and including the Native title Research Unit. AIATSIS works to enhance the lives of Aboriginal and Torres Strait Islander peoples and to enable a better understanding of Australia and its people by all Australians.

According to recent significance assessments the AIATSIS collection is the "most extensive and best contextualised collection of Indigenous Australia in the world". As a major national keeping place for Indigenous knowledge, it is also key research infrastructure and a source of information and knowledge about Aboriginal and Torres Strait Islander peoples, cultures and histories for Australia and the world. The Collections program encompasses all aspects of collection development, management, preservation and access.

More information

More information about AIATSIS is available at: <https://aiatsis.gov.au/about-aiatsis>

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' one page pitch) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application you may also wish to take account of the following selection criteria which apply to SES roles in the APS.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These are: Key area of expertise (less than 200 words); Major achievements (less than 200 words); At level or acting experience (less than 100 words); Staff Management (less than 100 words); and Budget Management (less than 100 words). Selection panels find that these additional fields are helpful to them when reviewing and assessing applications. These sections are additional to your short 'pitch' and CV.

Selection criteria

1. Achieves Sustained Results

Relevant capabilities and behaviours:

- Builds organisational capability and responsiveness
- Marshalls and develops professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on agreed results (time, cost and quality)

2. Cultivates productive working relationships

Relevant capabilities and behaviours:

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

3. Exemplify personal drive and integrity

Relevant capabilities and behaviours:

- Demonstrates Public Service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

4. Communicates with influence

Relevant capabilities and behaviours:

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

5. Shapes strategic thinking

Relevant capabilities and behaviours:

- Inspires a sense of purpose and direction
- Focuses and acts strategically
- Harnesses information and opportunities
- Shows judgement, Intelligence and common sense

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on **(02) 6232 2200**.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.