

# Role Description

## Repatriation Researcher



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Australian Museum
Division/Branch/Unit	First Nations Division/Repatriation
Role number	50052621&50066647
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	599999
PCAT Code	1339151
Date of Approval	September 2024
Agency Website	<a href="https://australian.museum/">https://australian.museum/</a>

### Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The Australian Museum (AM) operates within the NSW Department of Creative Industries, Tourism, Hospitality and Sport cluster, and is the first museum in Australia, founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The AM mission is: *To ignite wonder, inspire debate and drive change.*

The AM vision is: *To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.*

For more information, visit the [website](#).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

### Primary purpose of the role

The Repatriation Researcher, First Nations, supports the Senior Restricted Collections & Repatriation Officer by assisting in the repatriation activities involving the AM's First Nations Restricted Collections (Aboriginal and Torres Strait Islander Ancestral Remains and Secret/Sacred objects; as well as Pasifika Ancestral Remains) in accordance with cultural protocols and established procedures. This role undertakes research to help ascertain relevant information and provenance for objects and Ancestral Remains in the Restricted Collections.

This role will also provide administrative support for the AM's Repatriation Program by helping to edit, update, and manage records in the collection management system, repatriation database, and related files. This role works across several AM sites to support the work of the AM's Repatriation Program and may involve flexible hours including early or late starts, weekends, as well as travel where required.

## Key accountabilities

- Conduct archival research and analysis to ascertain provenance and information on the Restricted Collections.
- Maintain and edit repatriation records, KE EMu database, and TRIM archives for the Restricted Collections to ensure records are accurate and as comprehensive as possible.
- Prepare and collate information, data, and statistics for inclusion in reports and/or briefs to the Minister, AM Trust, AM management, government agencies, funding bodies and First Nations communities, especially as part of the Commonwealth Museums Grants Program for Repatriation.
- Draft copy for reports, presentations or media regarding the Restricted Collections, in accordance with cultural protocols and established processes.
- Assist in the coordination and facilitation of events or programs regarding the repatriation of Restricted Collections.
- Contribute information from research to National and State legislation on repatriation of Ancestral Remains and Secret/Sacred Objects to influence best practice policy and decision making.
- Adhere to cultural and community protocols related to privacy, gender, secrecy, and ICIP (Indigenous Cultural & Intellectual Property). This includes understanding the sensitivities arising from historically complex relationships between First Nations peoples with colonial collecting institutions.
- Support the efficient operations of the First Nations Restricted Collections & Repatriation team and First Nations Division by undertaking other relevant duties (consistent with skills, competency and training), through assisting the Senior Restricted Collections & Repatriation Officer, First Nations on a range of administrative duties relating to Restricted Collections and repatriation matters. This would include, but is not limited to: servicing contracts, raising purchase orders, processing invoices, and otherwise assisting the Director, First Nations with overseeing the AM's Repatriation Program's budget, etc.

## Key challenges

- Working with culturally sensitive and restricted information, data and objects, including Ancestral Remains, while maintaining healthy cultural and spiritual wellbeing.
- Working in a fast paced and complex environment, including delivering multiple collection activities and targets across sites in line with agreed collection operational and administrative support standards, timeframes, budgets, and the need to maintain accuracy and attention to detail.
- This role may require the role holder to carry out physical tasks within the parameters of the AM's Workplace Health & Safety (WH&S) requirements, which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, and working at heights. This includes AM sites as well as offsite on community repatriation work trips. Adhere to all obligations, responsibilities, and legislative requirements under current WH&S legislation and regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly, escalating issues promptly to the Senior Restricted Collections & Repatriation Officer, First Nations.

## Key relationships

Who	Why
<b>Internal</b>	
Senior Repatriation Officer	<ul style="list-style-type: none"> <li>• Take direction from and report to the Senior Restricted Collections &amp; Repatriation Officer.</li> <li>• Research and administration support.</li> <li>• Manage tight or conflicting deadlines.</li> <li>• Escalate and redirect issues as required, to ensure the provision of accurate information.</li> <li>• Seek feedback and advice.</li> </ul>
First Nations Director	<ul style="list-style-type: none"> <li>• Escalate and redirect issues as required, to ensure the provision of accurate information.</li> <li>• Seek feedback and advice.</li> <li>• Manage tight or conflicting deadlines.</li> </ul>
First Nations Division	<ul style="list-style-type: none"> <li>• Work collaboratively with divisional colleagues.</li> <li>• Participate in meetings, share information, and provide input on issues.</li> </ul>
Executive Leadership Team, Trustees	<ul style="list-style-type: none"> <li>• Producing reports and information.</li> </ul>
Australian Museum Staff	<ul style="list-style-type: none"> <li>• Respond to queries, communicate services and redirect, escalate, or resolve issues.</li> <li>• Consult with staff to manage tight or conflicting deadlines, participate in meetings and workflow planning as required.</li> </ul>
<b>External</b>	
Commonwealth and State Government inc. Heritage NSW, Office of the Arts and Minister for the Arts and Aboriginal Affairs Office	<ul style="list-style-type: none"> <li>• Ensure AM following State and National guidelines for repatriation.</li> <li>• Contribute research evidence and information for repatriation legislation.</li> <li>• Provide research, information to assist in repatriation of Ancestral Remains or Secret/Sacred objects.</li> </ul>
Aboriginal, Torres Strait Islander and Pasifika communities	<ul style="list-style-type: none"> <li>• Respond to requests, provide information, facilitate access.</li> </ul>
External stakeholders, e.g. Educators, researchers	<ul style="list-style-type: none"> <li>• Answer enquiries, assist with access to collections.</li> <li>• Direct people to policies and procedures.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Provide physical access and information where appropriate (as directed by the Senior Restricted Collections &amp; Repatriation Officer).</li> </ul>

## Role dimensions

This role has autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the efficient and appropriate coordination/delegation regarding the delivery of work assignments on time to achieve individual and team deadlines, and to expectations in terms of quality, deliverables and outcomes. The role holder needs to prioritise their daily work schedule accordingly regarding internal requests, targets and directives, and seek clarification from the Senior Restricted Collections & Repatriation Officer, First Nations as required. They need to be able to undertake consultation and research independently, and request data and information from other staff as required for reports and briefings.

## Reporting line

Senior Restricted Collections & Repatriation Officer

## Direct reports

Nil

## Budget/Expenditure

Nil

## Key knowledge and experience

- Knowledge of best practice models for Aboriginal and Torres Strait Islander business in museums and/or archives.
- Experience in high quality research and application of culturally appropriate research practices, cultural awareness, and terminology, in order to perform in processes that are culturally aware and appropriate. Capacity to embed cultural protocols such as ICIP into work practice.
- Experience working with Aboriginal, Torres Strait Islander and Pasifika peoples and communities.
- Holds a current full NSW Driver's Licence. The role holder must be prepared to travel between the AM's various sites which holds its First Nations Restricted Collections, and to external stakeholders as needed to support the work of the AM's Repatriation Program, especially to First Nations communities for repatriation events.

## Essential requirements

- Aboriginality is a genuine occupational qualification and is authorised under section 14(d) of the *Anti-Discrimination Act 1977* (NSW).
- Tertiary level qualifications, or demonstrable equivalent professional experience, in a relevant discipline. Postgraduate qualifications or those currently undertaking postgraduate studies are encouraged to apply.

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.




The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities



*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Stay motivated when tasks become difficult</li> </ul>	Intermediate
 <p>Personal Attributes</p>	<b>Value Diversity and Inclusion</b> Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> <li>Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders</li> <li>Demonstrate cultural sensitivity, and engage with and integrate the views of others</li> <li>Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences</li> <li>Recognise and adapt to individual abilities, differences and working styles</li> <li>Support initiatives that create a safe and equitable workplace and culture in which differences are valued</li> <li>Recognise and manage bias in interactions and decision making</li> </ul>	Adept
 <p>Relationships</p>	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>Take responsibility for delivering high-quality customer-focused services</li> <li>Design processes and policies based on the customer's point of view and needs</li> <li>Understand and measure what is important to customers</li> <li>Use data and information to monitor and improve customer service delivery</li> <li>Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant customers within the community</li> </ul>	Adept

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate
		<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Use available technology to improve individual performance and effectiveness</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies</li> </ul>
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</li> </ul>	Intermediate

### Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational