Role Description
Repatriation Researcher

Cluster	Enterprise, Investment and Trade
Department/Agency	Australian Museum
Division/Branch/Unit	First Nations
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Ongoing, Part Time
ANZSCO Code	599999
Role number	51003298
PCAT Code	1339151
Date of Approval	21 June 2022
Agency Website	https://australian.museum/

Agency overview

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

The AM operates within the NSW Department of Enterprise, Investment and Trade and was 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 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's vision is to be a leading voice for the richness of life, the earth, and culture in Australia and the Pacific.

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 our [website](#).

Primary purpose of the role

The Repatriation Research Officer will support the Repatriation Program Manager in facilitating the repatriation of restricted collections to their community of origin. This role will undertake research to help ascertain relevant information and provenance for objects and Ancestral Remains in the Museums restricted collections. This role will also provide administration support for the Repatriation Program by helping edit, update and manage records in the collection management system, repatriation database and related files. This role works across several Museum sites to support the work of the Repatriation Program.

Key accountabilities

- Perform research and analysis to ascertain provenance and information on restricted collections.
- Maintain and edit repatriation records and KE EMu database, and TRIM archives for the Australian Museum's restricted collections to ensure records are accurate.
- Prepare and collate data for inclusion in reports and/or briefs to the Minister, AM Trust, government agencies, funding bodies and community
- Draft copy for reports, presentations or media on restricted collections.
- Assist in the coordination and facilitation of events, or programs regarding the repatriations 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 protocols related to privacy, gender, and secrecy. Including understanding the sensitivities between First Nations peoples and collecting institutions.
- Perform other tasks to assist the efficient operations of the First Nations Division as needed.

Key challenges

- Working with culturally sensitive and restricted information, data and objects including Ancestral Remains while maintaining healthy cultural and spiritual wellbeing.
- Awareness and sensitivity towards cultural protocols related to privacy, gender, and secrecy. Including understanding the sensitivities between First Nations peoples and collecting institutions.
- Delivering multiple administrative support activities and services in line with agreed standards, timeframes, and milestones and the need to maintain accuracy and attention to detail.

Key relationships

Internal

Who	Why
Repatriation Program Manager	- Take direction from and report to the Repatriation Program Manager - Research and administration support - Manage tight or conflicting deadlines.
First Nations Director	- Escalate and redirect issues as required, to ensure the provision of accurate information. - Seek feedback and advice
First Nations Division	- Work collaboratively with divisional colleagues - Participate in meetings, share information, and provide input on issues
Executive Leadership Team, Trustees	- Liaising, providing support - Producing reports and information
Australian Museum Staff	Respond to queries, communicate services and redirect, escalate, or resolve issues

External

Who	Why
Commonwealth and State Government inc. Heritage NSW, Office of the Arts and Minister for the Arts and Aboriginal Affairs Office	- Ensure AM following State and National guidelines for repatriation. - Contribute research evidence and information for repatriation legislation. - Provide research, information to assist in repatriations of cultural objects or Ancestral Remains.
Aboriginal, Torres Strait Islander and Pasifika communities	Respond to requests, provide information, facilitate access.

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GOVERNMENT

External stakeholders, e.g. Educators, researchers	• Answer enquiries, assist with access to collections. • Direct people to policies and procedures.

Role dimensions

Decision making

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 delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

Repatriation Program Manager

Direct reports

Nil

Budget/Expenditure

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

- Knowledge of best practice models for Aboriginal and Torres Strait Islander business in Museums and/or archives.
- Experience in, or knowledge of, Indigenous Cultural Intellectual Property frameworks, policy, and licensing.
- Understanding of culturally appropriate collection practices, cultural awareness, and terminology to perform in processes that are culturally aware and appropriate.
- Professional experience working in Museums and within collection management databases such as KE EMu preferred.
- Experience working with Aboriginal, Torres Strait Islander and Pasifika peoples and communities

Essential requirements

- Aboriginality is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.

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.
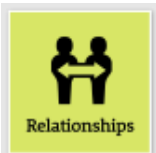
The capabilities are separated into focus capabilities and complementary capabilities

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
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult	Intermediate
Personal Attributes	**Value Diversity and Inclusion** Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	• Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders • Demonstrate cultural sensitivity, and engage with and integrate the views of others • Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences • Recognise and adapt to individual abilities, differences and working styles • Support initiatives that create a safe and equitable workplace and culture in which differences are valued • Recognise and manage bias in interactions and decision making	Adept
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	Adept

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	- Seek and apply specialist advice when required - Complete work tasks within set budgets, timeframes and standards - Take the initiative to progress and deliver own work and that of the team or unit - Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals - Identify any barriers to achieving results and resolve these where possible - Proactively change or adjust plans when needed	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks - Use available technology to improve individual performance and effectiveness - Make effective use of records, information and knowledge management functions and systems - Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	- Perform basic research and analysis to inform and support the achievement of project deliverables - Contribute to developing project documentation and resource estimates - Contribute to reviews of progress, outcomes and future improvements - Identify and escalate possible variances from project plans	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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational

Personal Attributes	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
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational