

Role Description

Research Assistant - Archaeology



Cluster	Enterprise, Investment & Trade
Department/Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute / Life Science
Role number	51002807
Classification/Grade/Band	Technical Officer Grade 1/2
Senior executive work level standards	Not Applicable
ANZSCO Code	311413
PCAT Code	1339192
Date of Approval	June 2023
Agency Website	https://australian.museum/

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) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was 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

To increase the impact of science at the Australian Museum by undertaking technical work supporting the Archaeologist in implementing innovative field and collection-based research in Australia and elsewhere.

Key accountabilities

- Support the development, implementation and communication of the archaeological research program, building on the [Australian Museum Science Strategy](#).
- Assist in the implementation of archaeological research projects through the provision of logistical and administrative support to optimise the running of field expeditions and other research programs.

- Liaise with First Nations colleagues and work with First Nations community members to enact the Australian Museums Reconciliation Action Plan and build collaborative research programs. This includes working in alignment with relevant cultural protocols and ICIP considerations when working with AM's First Nations' archaeology collection.
- Maintain data collection and storage to ensure compliance with Australian Museum policies and guidelines and cultural protocols.
- Assist in the communication of archaeological work through the production of multi-media outputs including maps, blogs, podcasts, community films and on-country meetings to enhance the Australian Museum's public science outputs and establish connections between collection objects and source communities in the interpretation and research of their cultural heritage.
- Assist with running conferences and other meetings to support the Archaeologist.
- Work with the Archaeologist to publish research papers to enhance the Australian Museum's scientific outputs.

Key challenges

- Prioritise complex tasks associated with a broad range of projects with overlapping and competing time frames.
- Ensure application of Work Health and Safety (WH&S) legislation and regulations whilst on fieldwork.

Key relationships

Internal

Who	Why
Associate Director AMRI	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions. • Manage and provide regular updates on key administrative and operational projects, issues and priorities. • Respond to requests for input on key issues
Group Manager (Manager)	<ul style="list-style-type: none"> • Negotiate overall direction on priorities in consultation with the Archaeologist • Respond to requests for management, research and budget information
Research Scientist, Archaeology (supervisory role on task basis)	<ul style="list-style-type: none"> • Act under direction on project activities to achieve contracted outputs.
Director, AMRI, and CEO and Director, Australian Museum	<ul style="list-style-type: none"> • Provide expert advice, assistance and support
Manager, First Nations Collections & Engagement and Archaeology Collection Officer, First Nations	<ul style="list-style-type: none"> • Liaison with the manager responsible for the AM's First Nations' archaeology collection, along with the relevant collection officer in the First Nations Division to ensure accurate and appropriate interpretation and research of material collected for archaeology
Collection Care & Conservation	<ul style="list-style-type: none"> • Liaison with collections staff to ensure registration and curation of material collected for archaeology
Museum Staff (Agency Staff)	<ul style="list-style-type: none"> • Provide services that support organisational objectives

External

Who	Why
Community/stakeholders	<ul style="list-style-type: none">Respond to queries; identify needs; provide accurate information; communicate services; and in liaison with the Archaeologist, Group Manager, and Manager, First Nations Collections & Engagement redirect, escalate or resolve issues.Provide assistance using knowledge of policies, procedures and cultural capability.
Project Partners	<ul style="list-style-type: none">Liaison with project collaborators and funding agencies to support jointly-funded research.Assist the Archaeologist to deliver contractually agreed outputs to the funding agency.
General public	<ul style="list-style-type: none">Communicate importance of science and the work of the Australian Museum.Assist the Archaeologist in responding to science enquiries on artefacts.
Government departments	<ul style="list-style-type: none">Assist the Archaeologist with requests for access to the Australian Museum collections or information and maintain relationships.Observe the lawful NSW government directives and legislative requirements pertaining to Aboriginal cultural heritage requirements, preservation and management.

Role dimensions

Decision making

The position holder is responsible for undertaking technical activities to support research under the direction of the Research Scientist, Archaeology in consultation with the Group Manager and the Associate Director, AMRI.

Reporting line

Cost Centre Manager: Group Manager, Geosciences & Archaeology.

Supervisor: Research Scientist, Archaeology

Direct reports

Nil

Key knowledge and experience

- Experience in administration and logistical support for archaeological work
- Experience in working with First Nations groups
- Ability and willingness to understand culturally appropriate collection and research practices
- Driver's licence is desirable.

Essential requirements

- Relevant Tertiary qualification in archaeology or similar, such as a TAFE Certificate in Aboriginal Sites Work

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly 	Intermediate

 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	Intermediate
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • 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
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • 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

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	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
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational