



**JOIN AUSTRALIA'S
PRE-EMINENT NATIONAL
INSTITUTION FOR AUSTRALIAN
INDIGENOUS STUDIES**

One APS...Thousands of opportunities

**Research Administration Officer
Research
APS Level 3 or 4
\$47521 to \$57507
Non-Ongoing (temporary)**
Non-ongoing opportunity will be offered for a specified term

Full-time position (non-ongoing) available immediately until 5 April 2012

The successful applicant will: assist with organisation and promotion of research seminars, the AIATSIS Conference and other events, provide general administrative assistance including keeping research grants records, acquittals and delivery of materials to Collections and provide secretariat and administrative support to two research committees.

The position is based at Acton Peninsula in Canberra.

Aboriginal people and Torres Strait Islanders are encouraged to apply.

For information contact: Tony Boxall ph: 02 6246 1145;
email: tony.boxall@aiatsis.gov.au

Please read the Information for Applicants before submitting your application.

Applications must include:

- A statement of claims addressing the selection criteria
- An application cover sheet
- A current resume or *curriculum vitae*
- Contact details of two recent referees

Send your application to:

Human Resources
Australian Institute of Aboriginal and Torres Strait Islander Studies
GPO Box 553
Canberra ACT 2601

Or email: HRTeam@aiatsis.gov.au

Closing Date: 16 December 2011

The Institute values a skilled and diverse workforce to meet the needs of the organisation in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present.

Applicants are also encouraged to register their resumes with our temporary register on <http://www.aiatsis.gov.au/corporate/employment/temporary.html>

Indigenous jobseekers are encouraged to apply for this employment opportunity. The duties of this position impact on Indigenous Australian people and/or involve interaction with Indigenous Australian communities or their representatives.

Duties

Under supervision of the Director of Research Business:

1. Assist with the organisation and promotion of research seminars, the AIATSIS conference and other events.
2. Provide administrative assistance to the Research team.
3. Maintain research grants records including progress reviews, grant reports, acquittals and delivery of materials to Collections.
4. Provide secretariat and administrative support to the Research Ethics Committee and Research Advisory Committee.

Selection Criteria

1. The successful applicant will be committed to working with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by their capacity to:
 - Understand Aboriginal and Torres Strait Islander peoples and cultures.
 - Identify issues affecting Aboriginal and Torres Strait Islander peoples today.
 - Communicate respectfully.
2. Demonstrated experience relevant to the position.
3. Demonstrated ability to work with spreadsheet and word processing packages.
4. Demonstrated ability to adopt efficient work practices, work to a schedule and meet deadlines.
5. Ability to work as part of a small team.
6. Knowledge and understanding of workplace diversity, workplace relations and occupational health and safety.



AIATSIS

AUSTRALIAN INSTITUTE OF
ABORIGINAL AND TORRES STRAIT
ISLANDER STUDIES

INFORMATION FOR APPLICANTS

Thank you for your interest in working at AIATSIS. Before submitting your application, please read the information below as it will assist you in completing your application.

- ⌘ Read the selection documentation carefully. This will consist of the duty statement, selection criteria and other information about the position. This information will give you an understanding of the sort of work involved and AIATSIS' expectations of the person who will eventually fill the position.
- ⌘ If you have questions about the position or require further information, contact the contact officer listed in the position documentation.
- ⌘ Your application **MUST** address the selection criteria. All applications will be assessed in relation to the selection criteria and if you don't address them in your application you may be assessed as unsuitable for the position.
- ⌘ If you are unfamiliar with applying for jobs in the Australian Public Service, the following Australian Public Service Commission resource may be useful – Cracking the Code: How to apply for jobs in the Australian Public Service (<http://www.apsc.gov.au/publications07/crackingthecode.htm>).
- ⌘ You should also familiarise yourself with the APS Code of Conduct and Values. Successful applicants will be required to abide by the Code of Conduct and Values (see <http://www.apsc.gov.au/conduct/index.html> and <http://www.apsc.gov.au/values/index.html>). For those without internet access a copy of the Code of Conduct and Values will be sent to you with the selection documentation.
- ⌘ If you are unfamiliar with AIATSIS and our employment conditions, visit our web site www.aiatsis.gov.au. You will find our current Agency Agreement 2007 – 2011 at http://www.aiatsis.gov.au/news/job_vacancies. For those without internet access, a brochure will be included with the selection documentation and you can call 02 6246 1194 to request a copy of the Agency Agreement.
- ⌘ Please note that AIATSIS is currently considering a broadbanding policy and the position you apply for may be subject to a broadbanding structure.
- ⌘ Before you submit your application, it is a good idea to get another person to read through it. You need to make sure that it convincingly explains your claims against the selection criteria, covers what you have actually done, and provides evidence of your suitability for the position. It needs to be clear, accurate and concise and the information you have supplied needs to be relevant to this position.

- ⊞ Your application should also include a resume or *curriculum vitae* setting out your qualifications, education, work history and other details which you think are relevant to the position.
- ⊞ You must include the name and contact details of 2 referees (there is provision for this in the application cover sheet). It is preferred that one of the referees is your current supervisor. A referee should be able to provide comments on your work performance against the selection criteria.
- ⊞ You may be required to provide written referee reports with your application or at interview. If they are required with your application, this will be specified in the job advertisement. The Referee Report Form must be used for written referee reports and can be found on the AIATSIS website http://www.aiatsis.gov.au/news/job_vacancies. For those without internet access the Referee Report Form will be sent to you with the selection documentation.
- ⊞ You must complete the application cover sheet and include it with your application. Send your application to:

Human Resources
Australian Institute of Aboriginal and Torres Strait Islander Studies
GPO Box 553
CANBERRA ACT 2601

Or email: HRTeam@aiatsis.gov.au

Your application must be received by 5.00pm on the closing date specified in the advertisement.

If your application arrives late it may not be accepted. If you find that you have difficulty meeting the closing date, please contact the contact officer before the closing date and discuss your reasons for the delay. Receipt of your application will be acknowledged.

Our Vision: Worldwide knowledge and understanding of Australian Indigenous cultures, past and present

AIATSIS values a skilled and diverse workforce to meet the needs of the organisation. AIATSIS recognises the valuable role of Aboriginal and Torres Strait Islander people and non-Indigenous people in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present.

Our vision is reflected in our selection documentation. To assist you in your understanding of AIATSIS' business we encourage you to visit the AIATSIS website at www.aiatsis.gov.au. For those without internet access, an AIATSIS brochure will be sent to you with the selection documentation.

The Selection Process

Selection is based on merit and the selection process may include an assessment of your written application, an interview and referee comments. However the

selection methods may vary. Other methods may include a written or work sample test.

If you are selected for an interview, you will be given notice of a minimum of 2 business days. If you are uncertain of the progress of your application, please phone or email the contact officer for an update.

We are located on Lawson Crescent, Acton. Interviews are generally conducted on site in one of our meeting rooms or offices.

Selection panels at AIATSIS are generally 3 people. Each selection panel has at least one Indigenous person, one male and one female. Some panels also use the services of a scribe.

After a selection report has been approved, the successful applicant will be notified. All other applicants will be advised by letter that they have been unsuccessful. This letter will also include the contact details of the Chair of the selection panel, whom you can contact if you wish to discuss your individual assessment or application.

Application Cover Sheet

POSITION DETAILS (from Advertisement)

Position: _____ Ongoing/Non-Ongoing (please circle)
(Title and level – e.g. Project Officer, APS 5)

Personal Details

Surname: _____ Given Name: _____ Title(Mr/Ms/Dr): _____

Date of Birth: _____ Telephone: (W) _____ (H) _____

Mobile: _____ Email: _____

Postal Address: _____

Educational Qualifications: _____

Do you wish to identify yourself as belonging to any of the following EEO groups (please circle):

People from Non English Speaking Background

Women

Aboriginal or Torres Strait Islander

People with Disabilities

If you have any special requirements for an interview, i.e. difficulty with stairs, please indicate:

Please fill in your name and postal address if you wish your application to be receipted. Please print clearly:

Date Application Received:/...../.....

Current Employment Details

Are you currently employed in the Australian Public Service? Yes/ No

Have you accepted a redundancy package in the last 12 months? Yes/No

Former members of the APS who accepted a voluntary redundancy severance benefit from the APS are ineligible to be engaged by the Institute within 12 months of their retirement from the APS.

Are you: **ongoing** or **non-ongoing** (please circle)

If Yes: What is your AGS No.? _____

What Dept./Agency are you employed by? _____

What is your classification? _____
(If you are currently acting in a higher position, please include your substantive and actual classification)

If No: Who is your current employer? _____

What are you employed as? _____

Citizenship Requirement

Are you an Australian Citizen? Yes/No

If No: Do you have permanent resident status? Yes/No

Applicants will generally only be eligible for employment if they are Australian citizens, however applicants for ongoing positions with permanent resident status who have applied or intend to apply for Australian citizenship may be appointed on conditions such as probation, with confirmation of the appointment subject to the granting of citizenship.

Referees

Name	Position Held	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note that your referees may be contacted at any time after receipt of the application. However, failure to contact referees does not necessarily mean that your application is unsuccessful. You may be asked to provide written referee reports at interview or with your application.

Advertisement

Where did you see the advertisement for this position? Please circle.

Koori Mail National Indigenous Times Canberra Times

APSjobs (Gazette) AIATSIS Website SEEK

Other, please state: _____