



Temporary Employment Register

Over the past 40 years AIATSIS has established itself as Australia's premier national institution for Australian Indigenous studies. It has responsibility for a broad research program, manages world class collections of cultural and research material and publishes a range of material through its publishing arm, Aboriginal Studies Press.

We are seeking expressions of interest from individuals seeking temporary employment in a range of activities carried out by the Institute. Applicants will be included on the Institute's temporary employment register from which temporary staff may be selected.

Applicants are expected to have a knowledge and understanding of both Indigenous cultures and the issues affecting Indigenous Australians today and an ability to communicate effectively with Aboriginal and Torres Strait Islander peoples.

Library

Staff engaged for the Library may be experienced in any of reference desk, indexing, manuscript management, conservation, cataloguing and inter-library loans. The Library may require staff with experience in Indigenous family history research, digitisation or multi-media experience and/or qualifications.

Audiovisual Archives

The Audiovisual Archives may require experienced audio, film and video technicians, photographers and staff with multi-media skills in electronic media, experience in audiovisual archiving, as well as specialists in disciplines represented in the collections, including anthropology, linguistics, history, archaeology, musicology, object conservation, material culture.

Administrative

The Institute may require staff with specific and general clerical skills including business writing skills and familiarity with Microsoft products to fulfill a range of clerical administrative positions. These positions include executive assistant, reception, registry/records management, customer service, human resources and finance officer.

Research Assistants

Research assistants may assist in a variety of research work. Experience and qualifications in any discipline associated with Indigenous people is an advantage. Experience in research project management is also often an advantage.

Book Editors & Designers

Aboriginal Studies Press is the Institute's publishing arm. Aboriginal Studies Press may require editors experienced in manuscript development, structural editing and copy editing, particularly those who have worked with Indigenous authors; marketing and publicity people skilled at promoting books, particularly to those teaching Indigenous studies, or to other interested communities; designers with experience in book and other paper product design or experienced illustrators.

Applications including a current resume, an application cover sheet and a detailed statement outlining your work experience should be emailed to HRTeam@aiatsis.gov.au or sent to: The Recruitment Officer, Australian Institute of Aboriginal and Torres Strait Islander Studies, GPO Box 553, Canberra ACT 2601.

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.

Aboriginal and Torres Strait Islander people are encouraged to register.

Temporary Employment Application Cover Sheet

Please note that completion of the form will enable us to process your application more efficiently. A detailed statement outlining your work experience and a current resume is also required.

PERSONAL DETAILS

Last name: Given Name: Title(Mr/Mrs/Dr):.....
Date of Birth: Telephone: (W)..... (H).....(m).....
Email:
Postal Address:

Educational Qualifications:

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

- People from Non English Speaking Background
- Women
- Aboriginal or Torres Strait Islander
- People with Disabilities.

PREFERRED PROGRAM

Please advise the Program area or areas or type of work you would prefer:
.....
.....

CURRENT EMPLOYMENT DETAILS

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

If Yes: What Department/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 is the description of your current position?

CITIZENSHIP REQUIREMENT

Applicants will generally only be considered for employment if they are Australian citizens. However applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered

Are you an Australian Citizen? Yes No
If No: Do you have permanent resident status?
Yes No

REFEREES

Name: Position Held: Telephone:
Name: Position Held: Telephone:

Please note that your referees may be contacted at any time after receipt of your application if you are being considered for a position. However, failure to contact referees does not necessarily mean that your application is unsuccessful.

SIGNED: **DATE:**/...../.....