Role Description
Project Assistant, First Nations Community Access to Archives

Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Executive Agency	Museums of History New South Wales (MHNSW)
Division/Branch/Unit	Collection Division/First Nations Community Access Team
Location	Sydney
Classification/Grade/Band	Clerk Grade 5/6
Role Number	50074047
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	27 November 2023
Agency Website	www.mhnsw.au

Agency overview

Museums of History NSW brings together a portfolio of iconic museums, rich collections and heritage sites, the nation's oldest archive collection, vital recordkeeping services and expert staff.

We bring history to life by sharing the stories of our places and collections. Through the State Archives Collection, we manage NSW's official documentary heritage, supporting government transparency and the public's right to access information.

These two roles do not just sit side by side – they inform and enrich each other. By preserving and making accessible our places, collections and archives, we create opportunities for people to explore the past and better understand their own place in the world. By supporting lifelong learning and inviting people to come together, we promote civic literacy, empathy, wellbeing and belonging.

We believe that history belongs to everyone. This is the promise and the purpose of MHNSW.

Museums of History NSW is a state cultural institution, established under the Museums of History NSW Act 2022. It is an agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport (DCITHS).

Project overview

MHNSW, in partnership with the Aboriginal Languages Trust (ALT), have developed the Supporting First Nations Community Access to Archives project, to enhance First Nations access to important archival documents that could unlock information about their histories and Languages. Under this initiative MHNSW and the ALT aim to provide a culturally-safe avenue for Aboriginal peoples to access materials from the State Archives Collection and to engage with Communities about repatriation of their information.

This project involves searching the State Archives Collection for materials relating to First Nations people and their Languages, preserving and providing access to materials, engaging with Aboriginal Communities and

ensuring the long-term sustainability of the materials as well as developing a workforce strategy for professionally trained First Nations archivists in NSW.

The initiative will be led by a First Nations team which will be built over the course of the project, who will be provided with on the job training provided in working with state records and digitisation, and access to various support systems including Cultural mentors.

As this collection is from the early period of colonisation in Australia, materials may contain wording and images that are culturally insensitive and distressing to First Nations people. The collection is likely to contain information about historical events including Frontier Wars, Stolen Generations, land dispossession and laws and policies affecting First Nations Communities.

All role involved with this project will contribute to the reclamation and revitalisation of First Nations Languages in NSW by engaging with First Nations communities to facilitate and support access to materials pertaining to their Languages, Cultures and heritages.

Primary purpose of the role

Assist the First Nations Community Access project team to research and surface records in the NSW State Archives Collection relating to First Nations Peoples, their Language and histories and make those records accessible and discoverable via a digitisation project. Support the engagement of multiple stakeholders and lead Community outreach initiatives to connect First Nations Communities to records and hand back ownership.

Key accountabilities

- Assist with the delivery of the First Nations Community Access to Archives project. This will involve a number of project phases from resurfacing collection materials for review, digitisation and First Nations Community engagement and outreach.
- Collect research and develop information to prepare various documents and reports, collate and present information as requested including data entry and manipulation using MSWord, Excel, PowerPoint, MS Teams and CM10 to support the team.
- Provide procurement and contract administration, record keeping financial and project management tasks as required to deliver various project outcomes.
- Coordinate collection documentation, administration and record keeping as required to deliver various project outcomes.
- Assist the engagement and ongoing management of multiple consultants, government agency partners, and other parties relevant to the project needs.

- Assists with the development of stakeholder and partnership engagement including other government agencies, other cultural institutions, special interest groups, and the general public.
- Support the effective flow of communication within the team, between MHNSW teams and with external stakeholders, and build positive relationships to increase efficiencies in response times.
- Coordinate internal and external meetings, including the provision of relevant support material to assist with project development and implementation.

Key challenges

- Assisting the coordination of complex and sensitive consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.

- Balancing numerous and often competing demands and negotiating workable timeframes to ensure the appropriate level of support is delivered on time to meet project needs.
- Ensuring adequate support is provided when responding to urgent and shifting priorities in a fast-paced environment.

Key relationships

Who	Why
Internal	
Senior Advisor, First Nations Community Access	• Receive advice and report on progress towards project objectives and discuss issues and roadblocks that arise • Provide support to contribute to decision making • Identify and raise emerging issues/risks and their implications and propose solutions.
Manager First Nations Community Access to Archives	• Receive advice. • Participate as part of a Project team to report on progress towards project objectives, provide quality advice and contribute to decision making. • Participate as part of a Project team to identify emerging issues/risks and their implications and propose solutions
Lead Archivist and Team, First Nations Community Access	• Receive training, advice and discuss project objectives and future directions
Cultural Advisory Group	• Receive advice for key decision making under the project • Facilitate meetings with the group
First Nations Engagement Team	• Receive advice and collaborate on project objectives and deliverables
Manager, Access Services and Manager, Collection Services	• Seek/provide guidance and advice as required.
Project Team	• Support team members • Contribute to discussions and decisions regarding key projects and deliverables
Stakeholders	• Optimise engagement to achieve defined outcomes • Manage expectations and support resolution of issues
External	
First Nations Communities and Organisations	• Understand the unique engagement needs and protocols of each group • Consult, in a Culturally appropriate way, to support Communities in the return of collection materials • Manage expectations and support resolution of issues
Manager, Policy & Research – Aboriginal Languages Trust	• Coordinate meetings with and collaborate on project objectives and deliverables, as per MHNSW agreement with the ALT

Role dimensions

Decision making

This role will:

- Refers to the Managers decisions that require significant change to program outcomes or timeframes or are likely to escalate.
- Be responsible for supporting the project and providing advice within scope.

- Exercise critical judgement and initiative.
- Meet deadlines and assess priorities to maintain quality output for the effective support of the project.

Reporting line

This role will report directly to the Senior Advisor, First Nations Community Access.

Direct reports

Nil

Budget/Expenditure

Nil

Essential Requirements

- Applicants must be of Aboriginal and/or Torres Strait Islander descent, identify as being an Aboriginal and/or Torres Strait Islander and accepted in the community. MHNSW considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 (NSW).
- Demonstrated ability to liaise, engage and work collaboratively with Aboriginal Communities and relevant agencies in ensuring Culturally responsive services.
- Experience supporting a project team.
- Thorough knowledge and experience in delivering projects.
- Willingness to work across MHNSW sites and ability to travel to multiple locations.

Highly desirable

- Information management, digitisation and/or archival knowledge or experience.
- Demonstrated understanding of the complexity and sensitivities required when working with Aboriginal languages and cultures in a revitalisation context

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
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• 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	**Work Collaboratively** Collaborate with others and value their contribution	• 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	• 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

|	**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
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	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	Intermediate
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
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	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate

	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate