



# Role Description

## Historian

<b>Agency</b>	Aboriginal Affairs
<b>Division/Branch/Unit</b>	Community and Economic Development Directorate
<b>Location</b>	Sydney CBD
<b>Classification/Grade/Band</b>	Clerk Grade 9/10
<b>Kind of Employment</b>	Ongoing
<b>Role Number</b>	198771
<b>ANZSCO Code</b>	234311
<b>PCAT Code</b>	3112451
<b>Date of Approval</b>	May 2017
<b>Agency website</b>	<a href="http://www.aboriginalaffairs.nsw.gov.au">www.aboriginalaffairs.nsw.gov.au</a>

Aboriginal Affairs (AA) works with Aboriginal communities to promote social, economic and cultural well-being through opportunity, choice, healing, responsibility and empowerment. We implement OCHRE, the NSW Government’s community focused plan for Aboriginal affairs, establish partnerships for economic development, support effective Aboriginal governance and strengthen cultural identity and language.

Aboriginal Affairs has four key functions:

1. Governance and capacity building: To strengthen Aboriginal community leadership and governance to drive improved service delivery and greater local accountability.
2. Economic prosperity: To realise future opportunities for improved economic and social prosperity for Aboriginal communities.
3. Culture and healing: To support an Aboriginal community agenda to reclaim and revitalise cultural expression and support healing in NSW.
4. Leadership in government on Aboriginal Affairs: To lead policy debate and reform to address complex cross-cluster issues.

Aboriginal Affairs is led by an Aboriginal Head of Agency and is supported by four Directorates: Policy and Reform; Community and Economic Development; Regional Coordination; and Strategy and Coordination.

In December 2015, the Aboriginal Affairs 2016-2019 Strategic Plan was released and can be found at: <http://aboriginalaffairs.nsw.gov.au/wp-content/uploads/2012/10/AA-Strat-Plan-2016-19.pdf>

From 2017, the NSW Government will implement a range of Stolen Generations reparations initiatives in recognition of the enduring effects of past government practices in relation to the Stolen Generations. As part of this package the NSW Government will improve access to and contextualise the records of the former Aborigines Projection Board, which later became the Aborigines Welfare Board (the Board). The Board had wide-ranging control over the lives of Aboriginal people, including the power to remove children from their families and place them into care under the policy of assimilation.

For further information about Aboriginal Affairs, please visit: [www.aboriginalaffairs.nsw.gov.au](http://www.aboriginalaffairs.nsw.gov.au)

## Primary purpose of the role

The Historian contributes to research priorities determined by Stolen Generations survivors and Aboriginal communities more generally to bring alive the voices, experiences and history of Aboriginal people in NSW. The Historian manages specialised projects, provides high-quality expertise / advice, and collaborates with specialist agencies to improve access to non-sensitive records. The role also contributes to the broader Aboriginal Affairs Strategic Plan as required.

## Key accountabilities

- Contextualise records relating to the former Aborigines Welfare Board and produce publicly available material describing the times and the operations / practices of the Board.
- Collaborate with specialist library, archival and privacy organisations to review the collection and improve access to non-sensitive records relating to the former Aborigines Welfare Board.
- Contribute to research priorities determined by survivors and Aboriginal communities, including providing advice, conducting historical research, collecting oral histories via survivor testimonies, and producing written materials, etc.; recommend that detailed research be commissioned as appropriate, including monitoring research outputs against expectations.
- Collaborate with survivors and survivor organisations to foster research, analyse / distil available evidence, create exhibitions, and bring alive the voices / experiences / history of Aboriginal people.
- Lend sensitive, specialist cataloguing and indexing expertise to various family history and archival projects, including the management of acquisitions, preservation of artefacts, compilation and maintenance of search tools, and cataloguing of photos, oral histories and other sources.
- Partner with survivor organisations, Aboriginal communities and external agencies (e.g. libraries, museums, etc.) to develop joint projects that could be used to commission detailed research, generate publications, design exhibitions and/or or lead to additional inter-connected projects.
- Prepare a range of written documents, including reports, publications, family history guides, presentations, and exhibition / memorial materials; provide timely advice to ensure that the executive is fully briefed on the status of various projects and other emerging issues.
- Contribute to broader operations of the SGRS team, including the provision of input into business plans, budgets and systems; assist with administrative tasks and activities as required.

## Key challenges

- Ensuring that research priorities are determined by survivors and Aboriginal people rather than positioning the government or Aboriginal Affairs as the knowledge holder / owner
- Balancing the needs of survivors, survivor organisations, Aboriginal communities and Government, given stakeholder expectations and political / social sensitivities
- Delivering research / historical outputs in accordance with agreed milestones, given unpredictable work volumes and competing priorities
- Responding flexibly and adaptably across a range of projects and where necessary, recommending that detailed work be commissioned
- Maintaining the security, confidentiality and integrity of personal histories / information in accordance with legislative requirements and stakeholder expectations

## Key relationships

Who	Why
<b>Internal</b>	
Director Community & Economic Development	<ul style="list-style-type: none"> <li>• Receive advice, guidance and contribute to decision-making regarding priorities and projects, including plans and processes</li> <li>• Provide specialist advice; report on projects and discuss future directions</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
AA managers and staff	<ul style="list-style-type: none"> <li>• Build and maintain collaborative working relationships to resolve issues arising and deliver service delivery outcomes</li> <li>• Share information and specialist expertise</li> </ul>
<b>External</b>	
Survivors, survivor organisations, Aboriginal communities	<ul style="list-style-type: none"> <li>• Collaborate to design and deliver research projects that bring alive the voices, experiences and history of Aboriginal people</li> <li>• Provide specialist advice / expertise, manage expectations and assist with the production of written materials</li> <li>• Collect oral histories, testimonies and other primary sources</li> </ul>
State Library of NSW, State Archives and Records NSW, NSW Privacy Commission, other Government agencies	<ul style="list-style-type: none"> <li>• Collaborate on a range of projects relating to improve access to non-sensitive records relating to the Aborigines Welfare Board</li> <li>• Convene and/or attend working parties and committees; represent Aboriginal Affairs' position</li> </ul>
Consultants / researchers	<ul style="list-style-type: none"> <li>• Oversee the delivery of commissioned to ensure consistency with agreed expectations and performance levels</li> </ul>

## Role dimensions

### Decision making

The Historian (SGRS):

- Works within a broad framework of legislation, policy, procedures and Government / Aboriginal Affairs objectives
- Undertakes long-term planning in consultation with the role supervisor, based upon the research priorities of survivors, survivor organisations and Aboriginal communities
- Manages specialised projects requiring considerable interpretation, analysis and understanding of historical events / impacts, survivor experiences, and reparations processes
- Provides accurate and timely advice to the role supervisor and executive on various research projects and emerging issues; escalates substantially complex, controversial or particularly sensitive issues
- Recommends the commission of detailed research work as required, and monitors the performance of consultants against expectations

### Reporting line

The Historian reports to the Director Community & Economic Development.

## Direct reports

Nil

## Budget/Expenditure

As per financial delegations.

## Essential requirements





- Degree in a relevant discipline with a strong research component, including proven experience collecting and analysing historical research information from primary and secondary sources.
- Aboriginality
- Demonstrated abilities to communicate effectively with Aboriginal people and/or experience working with Aboriginal communities.
- Current Driver's License and willingness to undertake regional travel.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Intermediate</b>
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change</li> <li>• Offer own opinion and raise challenging issues</li> <li>• Listen when ideas are challenged and respond in a reasonable way</li> <li>• Work through challenges</li> <li>• Stay calm and focused in the face of challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>• Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>