



POSITION DESCRIPTION

Position Title	ABC ARCHIVES INDIGENOUS UNIT MANAGER	Position No.	50060140
Team	Product & Content Technology	Classification	Content Maker
Department	Content Management	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo	Band / Level	Band 9
Reports to	MANAGER COLLECTION SERVICES 50012425	HR Endorsement	4/12/2020

Purpose

Lead the establishment and management of the ABC Archives Indigenous Unit, to enable Indigenous stories to be showcased to the ABC's audience, in support of strategic content objectives.

Key Accountabilities

- Drive the development, implementation and evaluation of strategies, systems, guidelines, and procedures for the management of Indigenous content and information across ABC Archives ensuring alignment with Indigenous Cultural and Intellectual Property protocols.
- Develop and foster strategic partnerships and engage with Aboriginal and Torres Strait Islander collection managers and key community groups in the decision-making processes regarding the collection, management, preservation, and access provision to the ABC Archives Indigenous collections.
- Provide expert interpretation and advice of the ABC Archives collection from an Indigenous perspective and remain responsive to the needs and perspectives of Aboriginal and Torres Strait Islander peoples to support and maximise strategic objectives.
- Manage the Indigenous collections, including cataloguing and collection management, ensuring the inventory is appropriately described and discoverable.
- Provide expert specialist advice to colleagues regarding the ABC's Indigenous Archives collection, and delegate the research, cataloguing and projects to achieve maximum utilisation of content and resources.
- Oversee the use ABC production tools to access, acquire, manage, and preserve ABC Archives content.
- Oversee the selection and prioritising of Indigenous content for digitisation, migration, and consignment to the National Archives of Australia.
- Identify opportunities to surface and prioritise Indigenous voices in the ABC Archives collections, enabling celebration, sharing and re-use of Indigenous content by:
 - Working closely with senior stakeholders at the ABC to ensure that the ABC Archives Indigenous Unit deliver a service that addresses their requirements and needs.
 - Forming strategic partnerships between ABC Archives and content makers to ensure significant Indigenous ABC content is captured and archived.
 - Identifying and maximising opportunities for the ABC Archive Indigenous collections to be used and repurposed in ways that are culturally appropriate and respectful.
 - Liaising with and influencing ABC content teams to effectively promote and distribute content and share ideas on how programming can include Indigenous content and stories.
 - Liaising with ABC Audiences team to ensure effective ABC Archives brand management.
 - Building the cultural competence of the ABC staff through a greater understanding of Indigenous cultures and cultural protocols and the ABC Archives collections.
 - Exploring and maximising opportunities for collaboration with external key organisations.
- Develop high-level strategic partnerships and collaborate with Indigenous people and communities by:





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- Maximising access to the ABC's Indigenous collections, particularly for Indigenous peoples, reconnecting collections with communities.
- Enabling Indigenous communities to access information about the ABC Archives inventory.
- Working with Indigenous communities across Australia concerning the preservation and management of their community audio-visual collections.
- Lead, manage and develop the ABC Archives Indigenous Unit to ensure a shared understanding and commitment to team objectives, and to drive a culture of continuous improvement and inclusivity.
- Assess and manage the workload of ABC Archive Indigenous Unit budgets and requirements to continually improve efficiency and effectiveness in consultation with Manager Collections.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications in Library, Archives, Collection Management, Preservation/Cultural heritage and/or broadcast related studies or equivalent significant skills, knowledge, and experience.
2. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. Highly developed leadership skills with the proven ability to lead, manage and develop teams to deliver high levels of performance and output.
4. Significant experience and ability to manage and develop collections, including appraisal and metadata management
5. Highly developed stakeholder management and communication skills with the ability to establish, maintain and influence strategic working relationships both within internal and external to the ABC.
6. High level organisational, problem-solving and research skills with strategic reasoning and judgement.
7. Outstanding organisational and project management skills with significant experience successfully managing projects.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.