**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION DETAILS** |  |
| **Position Title:** | **Coordinator, Indigenous Collections & Archives** |
| **Position Number:** | 00026625 |
| **Classification:** | HEO7 |
| **Faculty/Division:** | Division of Academic & Student Engagement |
| **School/Branch:** | University Library |
| **Reports to (position title):** | Manager, Special Collections and Archives |
| **Delegations:** | N/A |
| **Special Conditions:** | * This is an identified position for an Aboriginal and/or Torres Strait Islander candidate. * Reasonable workplace adjustments will be made for people with a disability. * Some out of hours work may be required for this position and intra and interstate travel may be required. * May be required to move between and work at any University campus. |
| **Significant Working Relationships:** | * Library staff * University staff and students * Wirtlu Yarlu Aboriginal Education * Aboriginal and Torres Strait Islander community groups, organisations, and networks |

|  |
| --- |
| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching. The Division of Academic and Student Engagement (DASE) partners with students, staff and the broader community to deliver an outstanding student experience. At the heart of the student experience are transformational opportunities in learning and teaching.  The University Library provides resources, services and spaces that enable and support staff and students to achieve success in their research, teaching and learning. These activities include collection development and management, both physical and electronic; services associated with the discovery of, access to and use of information resources; provision of flexible study spaces and guardianship of special and heritage collections. Services and resources are provided online and from the physical locations of the Barr Smith Library, the Sir John Salmond Law Library and libraries at Waite and Roseworthy campuses.  Working under limited direction with a degree of autonomy, the Coordinator, Indigenous Collections & Archives is responsible for supporting the effective operational management of Indigenous collections and archives within the University Library. This role is also responsible for promoting the culturally appropriate discovery and use of Indigenous collections and archives. Consultation with internal and external stakeholders will be essential to ensure a high-quality experience for community members, researchers and students using Indigenous Collections & Archives.  The role requires close collaborative working relationships with Wirtlu Yarlu, faculty academics and researchers, and reports to the Manager, Special Collections and Archives. Key to this role is supporting the wider University to meet strategic priorities, particularly the [Mankurriapinthi Strategic Plan 2024-2025](https://www.adelaide.edu.au/wirltu-yarlu/ua/media/571/mankurriapinthi-strategic-plan-2024-2025-future-making-for-first-nations.pdf) and enabling the University Library strategic objective of *Valuing Indigenous Knowledges*. |

|  |  |
| --- | --- |
| **KEY RESPONSIBILITIES** | |
| Collection Management | * Contribute to the culturally appropriate curation and care of Indigenous materials held in the Library’s Special Collections and Archives. * Review and provide recommendations around the access conditions of Indigenous material held in the Library’s Special Collections and Archives. * Ensure the culturally appropriate handling and physical storage of Indigenous material in the collection. * Identifying cataloguing and digitisation priorities for enhancing the culturally safe discovery of Indigenous content * Provide advice concerning Indigenous Cultural Intellectual Property (ICIP) rights in relation to University collections and archives. |
| Collection development | * Lead the continued development and growth of the Yaitya Ngutupira collection ensuring culturally appropriate resources are added to the collection, including open and non-traditional learning resources that promote Indigenous Knowledges. * Assess offers of Indigenous material donations to Special Collections and Archives and make recommendations regarding acceptance. * Work closely with Coordinator Indigenous Library Programs to ensure collections appropriately support object-based learning and the wider University priority to embed Indigenous Knowledges into curriculum. |
| Stakeholder outreach and engagement | * Maintain and effectively manage relationships and communicate sensitively with Aboriginal and Torres Strait Islander Peoples, with an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples. * Provide reference and research assistance services for users of Special Collections and Archives. * Work with Exhibitions Coordinator and other collaborators to contribute to the Library’s program of high impact exhibitions and displays, including digital components, which support the amplification of Aboriginal and Torres Strait Islander Peoples and First Nations voices and perspectives. * Actively develop and maintain relationships with key stakeholders in the South Australian and wider GLAM (Galleries, Libraries, Archives and Museums) sector working with Indigenous collections and archives * Participate in a range of outreach activities and services to increase the awareness and exposure of the Library’s resources and services. |
| Leadership | * Actively contribute to the development of Special Collections & Archives team capabilities. * Support the ongoing management and operation of the University Special Collections and Archives Volunteer Group. * Liaise with and inform University Library staff on collection management procedures, processes, practices and systems relating to Indigenous Collections and Archives. * Participate in committees and working groups to facilitate and inform plans, projects, objectives and strategies. |
| Strategic & operational planning | * Contribute to an annual review against the Library’s Aboriginal & Torres Strait Islander Engagement Framework. * Contribute to physical and digital space projects that strengthen the Library as a place of cultural safety. * Contribute to Library projects which align with University reconciliation priorities and the [Mankurriapinthi Strategic Plan 2024-2025](https://www.adelaide.edu.au/wirltu-yarlu/ua/media/571/mankurriapinthi-strategic-plan-2024-2025-future-making-for-first-nations.pdf). |
| Learning & teaching support | * Lead work, in collaboration with the Coordinator, Indigenous Library Programs and teaching staff, to develop and facilitate object-based learning activities related to Indigenous Collections and Archives. |
| Continuous improvement | * Actively participate in the development of new and innovative ideas that enhance the user experience of the Library. * Create, manage, store, access, use and dispose of information assets relevant to this role in accordance with the Information Management Policy. * Collaborate with other Library staff to deliver a consistent, effective, and sustainable service that aligns with the Library’s One-Library service model. |
| Other reasonable duties commensurate with classification level. | |

|  |
| --- |
| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

|  |
| --- |
| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

|  |
| --- |
| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

|  |
| --- |
| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values & Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

|  |
| --- |
| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   1. Relevant knowledge and understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate effectively and sensitively with Indigenous people. 2. Experience working with rare and special or archival collections. 3. Working knowledge of relevant frameworks including open access principles, and indigenous cultural intellectual property (ICIP) and management of content related to Aboriginal and Torres Strait Islander peoples. 4. Commitment to advancing Indigenous Knowledges and practices across the University and wider community. 5. Proven ability to proactively build and maintain effective working relationships with internal and external customers ensuring customer needs are met. 6. Proven ability to actively contribute to a collaborative and dynamic team environment. 7. Demonstrated high level cross-cultural, interpersonal and communication skills with an ability to build productive working relationships across an organisation.   **Qualifications:**   * A degree with subsequent relevant experience; or. * An equivalent combination of relevant experience and/or education/training**.**   **Essential:**  “Pursuant to section 65 of the South Australian Equal Opportunity Act 1984 and the University of Adelaide’s Aboriginal and Torres Strait Islander Employment Strategy, applications are invited from Aboriginal Australians and Torres Strait Islander people only.” |