



**NATIONAL ARCHIVES OF AUSTRALIA**

# **Affirmative Measures (First Nations) - Temporary Employment Register 2024-25**

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APS Level 1 – Executive Level 2

Non-ongoing, Full-time/ Part-Time/ Casual/ Shift  
Work



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## VACANCY DETAILS

|                        |  |
|------------------------|--|
| <b>Job Title</b>       | Affirmative Measures (First Nations) - Temporary Employment Register 2024-25                       |
| <b>Classification</b>  | APS Level 1 – Executive Level 2  |
| <b>Location</b>        | Various - Australia  |
| <b>Job Status</b>      | Non-Ongoing – Full Time / Part Time/ Casual / Shift Work   |
| <b>Clearance Level</b> | Baseline<br>Negative Vetting Level 1<br>Negative Vetting Level 2                                   |
| <b>Contact Officer</b> | HR Helpdesk,<br><a href="mailto:hr.helpdesk@naa.gov.au">hr.helpdesk@naa.gov.au</a><br>02 6212 3987 |

### ACKNOWLEDGEMENT OF COUNTRY

National Archives of Australia acknowledges the traditional owners and custodians of Country throughout Australia and acknowledges their continuing connection to land, sea, and community. We pay our respects to the people, their cultures, and Elders past, present and emerging.

### About the National Archives

Our work strengthens trust in democracy and improves government transparency and accountability by connecting Australians to government decisions and activities.

National Archives of Australia provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers, and the community.

Together with the APS Values and APS Code of Conduct, Our Values guide us in all that we do.

- **Inclusion** - We respect and value the uniqueness of our colleagues. We believe everyone should have the opportunity to be heard, and we actively listen to each other's experiences and knowledge. Together, we support each other to grow and make a positive difference.





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- **Collaboration** - We trust each other and make decisions together. We believe regular and early consultation within and across teams enables us to make the best decisions. You are encouraged to develop your knowledge and establish connections with other teams, promoting cross-functional collaboration and a deeper understanding of our agency-wide priorities.
- **Innovation** - Our history is a valuable foundation for shaping our future. We believe innovation can be incremental and is something we can all initiate and take part in. You are encouraged to be curious, explore new ideas and identify opportunities for positive change and to use experimentation and failure as an opportunity to learn and try again.

We value inclusion and foster a culture of belonging and empowerment. In National Archives we understand we are strengthened by the diversity of our people, and we listen and engage with each other and celebrate diversity.

### Benefits of working with us

- **An inclusive working environment:** We provide First Nations training to all employees so the experiences and unique perspectives of Aboriginal and/or Torres Strait Islander peoples are recognised and valued.
- **Access to employee networks:**
  - **First Nations Employee Network:** The Network provides a culturally safe and supportive environment for First Nations employees at National Archives.
  - **Diversity and Inclusion (D&I) Employee Network:** The Network focusses on building relationships, raising awareness and making diversity and inclusion initiatives more visible at National Archives.
- **Cultural, ceremonial and NAIDOC leave:** In addition to Annual and Personal Leave, Aboriginal and/or Torres Strait Islander employees may access additional leave to participate in significant activities associated with their culture or to fulfil ceremonial obligations.
- **Offices across Australia:** We have an office in each state and territory to support you to stay connected with your community and your colleagues. For First Nations employees, National Archives considers connection to country and cultural obligations in responding to requests for altering the location of work.
- **Flexible working arrangements:** We recognise the importance of an appropriate balance between employees' personal and working lives, and the role flexible working arrangements can play in helping to achieve this balance.
- **Learning and development:** We build capability through openness to new ideas, regular and constructive feedback, and a strong commitment to developing all employees to



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their full potential by providing a range of learning and development opportunities and recognising the importance of supporting the development of employees.

- **Study assistance:** National Archives is committed to supporting First Nations employees to achieve their educational goals and apply their additional skills and knowledge. We provide additional Study assistance for eligible First Nations employees to undertake formal courses of study at tertiary and higher education institutions and other vocational education courses, where the study is agreed to and relevant to the business requirements of National Archives and the Australian Public Service.
- **Competitive remuneration:** Applicants deemed suitable with exceptional skills, experience or expertise may be eligible for an Individual Flexibility Arrangement (IFA) in accordance with the IFA provisions of the NAA's Enterprise Agreement 2024-2027. This may include additional remuneration and/or the variation of other conditions.

### Vacancy Information - First Nations - Temporary Employment

The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the [Australian Public Service Commissioner's Directions 2022](#). This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

The Register allows National Archives to employ Aboriginal and/or Torres Strait Islander people at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time, intermittent/irregular (casual) or shift-worker basis for up to an initial engagement period of up to 12 months, which can possibly be extended once to a maximum of 18 months as per the *Australian Public Service Commissioner's Directions 2022*.

There is no guarantee that an offer of employment will be made while your application remains on the Register. You will only be contacted if a suitable vacancy arises that matches your skills and experience. Our agency offers employment opportunities across various areas of the agency.

### Roles available

We offer employment across various areas in the agency. National Archives sets **3 key activities** to achieve its purpose:

- **Enable** best practice information management by Australian Government entities.
- **Secure and preserve** nationally significant Australian Government information.
- **Connect** Australians to the national archival collection.

In addition, we offer employment in roles that:

- **Support** and enable delivery of core business through specific or specialised services.



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Through this register we are looking for candidates with preference to work in various areas. For detailed information please refer to the job category description at the last page of this document.

### Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS)
- Eligible applicants:
  - are of Aboriginal and/or Torres Strait Islander descent; and
  - identify as Aboriginal and/or Torres Strait Islander; and
  - are accepted by their community as being Aboriginal and/or Torres Strait Islander.
- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Successful applicants must satisfy any mandatory qualification requirements applicable to the position.
- Non-ongoing employment with National Archives is contingent on the satisfactory completion of a three-month period of probationary employment.
- Confirmation of Heritage: Evidence of Aboriginal and/or Torres Strait Islander status. To demonstrate eligibility for employment under this affirmative measure, you are required to provide evidence of your heritage as an Aboriginal and/or Torres Strait Islander person within your first three-months of employment. Suitable evidence of Aboriginal and/or Torres Strait Islander status may include:
  - a) A letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
  - b) A confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

### Privacy

Information about an employee's racial or ethnic origin is 'sensitive information' for the purposes of the [Privacy Act 1988](#). Sensitive information has a higher level of protection and the person's consent is required for the information to be collected. The Australian Privacy Principles provide that an agency can only use or disclose sensitive information for the purpose for which it was collected.

The National Archives collects your personal information for management and personnel purposes as required by the *Public Service Act 1999*. For more information on how the National Archives handles personal information, please refer to our privacy policy available at: [Our Privacy Policy](https://naa.gov.au) [naa.gov.au](https://naa.gov.au).



## How to Apply

You can apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor
- your current resume
- statement (300 words maximum), describing your unique skills/experiences that align with [Our Values](#) of Inclusion, Collaboration and Innovation.

If you are experiencing any difficulties submitting your online application, please contact the HR Services team via email to [hr.helpdesk@naa.gov.au](mailto:hr.helpdesk@naa.gov.au) or call 02 6212 3987.



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**Job Category Descriptions**

Please note, you should only apply for an area of work if you have interest and/or relevant skills and experience in that area. All areas of work require candidates for administrative, management and specialist roles.

| Key activity  | Area of work   | Further information  |
|---|--|--|
| <b>Enabling - Best practice information management</b>  | <b>Government Records and Data Management</b>                  | These roles develop and deliver policies, standards, and initiatives to improve the management of Australian Government information assets. A background in archival and records management is essential.  |
| <b>Secure - Records Policy and Advice</b>               | <b>Preservation</b>  | These roles set storage, preservation and digitisation standards, conserve fragile and damaged records, prepare records for research, exhibition and loan, and provide preservation-related training and advice ensuring that the collection will be available years from now.   |
|   | <b>Digitisation</b>  | These roles provide digitisation services including the scanning and preservation of digital assets preservation in accordance with preservation principles, standards and ethics and provide guidance on digitisation processes and tools to all state and territory offices.   |
|   | <b>Collection Management</b>                                   | These roles are responsible for managing the National Archives’ archival collection, facilitating records transfers, lending, and storage services.  |
| <b>Connect - Access and Promotion of the Collection</b> | <b>Description</b>   | These roles add item level descriptions to collection material. The ability to work as part of a team in a cooperative and collegiate manner, follow procedures and enter accurate data is important. A background in administration and/or data entry would be beneficial.  |
|   | <b>Access Examination</b>                                      | These roles facilitate access to the national archival collection by reviewing records for any continuing sensitivities prior to their public release under the <i>Archives Act 1983</i> , and connect researchers, communities, and government agencies to the collection. The examination team is supported by APS3 and APS4 administration staff.                     |
|   | <b>Aboriginal and Torres Strait Islander Engagement</b>        | These roles embed a First Nations first approach in all our work through the provision of internal advice supported by the Our way: Aboriginal and Torres Strait Islander protocols, which guide our engagement with First Nations communities and peoples, and the Tandanya Declaration, the first international archives declaration on Indigenous people and matters. |
|   | <b>Education, Exhibitions, Learning and Visitor Experience</b> | These roles curate exhibitions and design and implement curriculum-aligned learning resources, providing high-quality customer service and deliver engaging and informative education and lifelong learning programs to school groups and visitors.  |



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|  | <b>Digital Publishing</b>            | These roles develop and deliver National Archives’ programs and services online via naa.gov.au for external audiences, and intranet on SharePoint for internal audiences and to work collaboratively to ensure information is user-focused and audience-centred.   |
|  | <b>Communications</b>                | These roles promote and profile National Archives through marketing, public relations, media, social media, strategic partnerships, corporate events, retail activities and the Members Program.   |
| <b>Support – delivery of core business</b> | <b>Administration</b>                | These roles provide support to a variety of sections through administrative practices, systems and procedures.   |
|  | <b>Executive Support</b>             | These roles provide high-level support to National Archives' Executives through administrative practices, systems and procedures. They may include managing Senior Executive/s diary appointments, records and correspondence, travel arrangements, and schedule and support meetings. They may also draft and prepare correspondence, agendas, minutes, presentations and briefing notes to support the achievement of business requirements; or gather, collate and provide background information for the executive to support informed decision making and planning. |
|  | <b>Facilities</b>                    | These roles manage and oversee property on behalf of National Archives including the coordination, supply and maintenance of facilities and services including air conditioning, buildings, lifts, lighting, and furniture.  |
|  | <b>Security</b>                      | These roles manage protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements are met. Previous experience in security, data entry, customer service or similar position will be highly regarded. Cert IV in Security management will be highly considered.  |
|  | <b>Finance</b>                       | These roles provide high quality, timely and accurate financial and procurement advice and services to the National Archives while ensuring legislative and compliance financial framework obligations are met.  |
|  | <b>Human Resources</b>               | These roles develop and implement policies, strategies and services to enhance workforce wellbeing, capability, and inclusivity, and administer employment arrangements through payroll, recruitment, and performance management. A background in HR and client services will be highly regarded.  |
|  | <b>Recordkeeping</b>                 | These roles ensure best practice recordkeeping including accountability for the creation, management, and use of information assets across National Archives.  |
|  | <b>ICT (Application and Systems)</b> | These roles provide advice to National Archives’ management on the efficient and effective use of technology and enable workers through end user support and devices.  |
|  | <b>Graphic Design</b>                | These roles design and produce visual assets for publication and reproduction using text, symbols, pictures, colours and layout with particular emphasis on tailoring the message for the intended audience.   |
|  | <b>Legal Services</b>                | These roles provide legal services including Freedom of Information (FOI), Privacy and legislation matters.  |
|  | <b>Business Analyst</b>              | These roles communicate with users to formulate and produce requirements specifications to create service, system and software solutions. These roles also analyse business processes, procedures and work practices to identify inefficiencies and recommends optimal business  |





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|  |  | practices and draw on project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects. |
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