



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	INDIGENOUS COLLECTIONS RESEARCHER
Position no:	50065055
Team:	[Product & Content Technology]
Department:	Indigenous Collections & Community Access
Location:	Ultimo
Reports to:	INDIGENOUS COLLECTIONS & COMMUNITY ACCESS MANAGER 50060140
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 3]
HR Endorsement:	4/11/2022

### Purpose

Provide adequate recognition and protection of Indigenous cultural content, products and expressions and conduct research to surface Indigenous content for content makers and the community.

### Key Accountabilities

- Under general direction, undertake assessments and research into the provenance and cultural significance of collection materials and enrich metadata records as required.
- Maintain accurate records in accordance with cataloguing standards; and validate data and correct inaccuracies ensuring consistency across ABC Collection Management systems relating to Indigenous content.
- Actively promote adequate recognitions and protection of Aboriginal and Torres Strait Islander cultural content, products and expressions of the ABC content and collections.
- Cultivate and maintain positive relationships with relevant internal and external stakeholders, including Aboriginal and Torres Strait Islander peoples and their communities.
- Assist with the development, implementation and review of policies, procedures and training material that relate to the management and use of Indigenous content.

- Under general direction, create, extract, modify, validate metadata to enrich descriptions and improve discoverability of the Collection.
- Maintain various in-house collection management systems, including suggesting ways to increase performance and efficiency and improve user experience of CoDA.
- Undertake minor project work, planning and routine reporting where required.
- 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 Indigenous studies, information studies, cultural heritage, archives/library administration or related fields, or equivalent skills, knowledge and experience in the delivery of Collection Management services.
2. Knowledge of archival principles and ability to apply that knowledge over a variety of audio-visual broadcast media formats and records.
3. Understanding of Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues, as well as the challenges in facilitating discoverability and accessibility of material which contains Indigenous cultural heritage.
4. Demonstrated research and writing skills, experience in creating and maintaining records with accuracy and working with cataloguing and collection management systems and processes.
5. Experience in the use of Collection Management database systems, with the ability to apply cataloguing standards and principles across a range of resources and systems with a strong level of accuracy.
6. Sound problem-solving and time management skills with the ability to prioritise work effectively and deliver to tight deadlines.
7. Sound communication and interpersonal skills with the ability to work both independently and as part of a team.
8. 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.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
12. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.

