

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved: May 2009

Position Number: 1749

Classification : APS Level 5
Division : Australian Collections & Reader Services
Branch: Oral History & Folklore
Sub-section:

Local Title: Bringing Them Home Oral History Liaison Officer

Security Assessment: Not assessed

DUTIES

Under general direction:

1. Coordinate and organise the project to publish *Bringing Them Home* oral history interviews on the web.
 2. Negotiate agreements with selected interviewees represented in *Bringing Them Home* to publish their interviews on the National Library's website.
 3. Edit text and audio interview materials to create appropriate online versions in accordance with the negotiated agreements and legal requirements.
 4. Update the Library's catalogue records and the Digital Collection Manager.
 5. Publish selected text and audio materials on the National Library's website.
 6. Provide project progress reports and other documentation as required.
 7. Participate in publicising the interviews.
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Duty representing highest function: 1

Immediate supervisor: APS level 6

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SELECTION CRITERIA

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1. Knowledge and expertise

- a. Demonstrated interest in and knowledge of Australian indigenous issues, including an understanding of the experience of the Stolen Generation.
- b. Proven experience liaising with indigenous people and negotiating agreements.
- c. Demonstrated administrative and project management experience.
- d. Demonstrated ability in advanced use of word processing and spreadsheet software; capability to use web publishing software and audio editing software.

2. Personal skills/attributes

- a. Effective liaison and negotiation skills to communicate complex ideas or information to internal and external groups.
- b. Ability to set priorities, monitor workflows and plan tasks and projects.
- c. Ability to produce accurate work within tight deadlines in a busy environment.
- d. Experience working with a diverse groups of people.
- e. Ability to work as an effective member of the team and contribute to the larger aims of the work area.

3. Knowledge of and commitment to Workplace Diversity, Industrial Democracy, Risk Management and Occupational Health and Safety in the workplace.

Division Head Approval _____ Date _____

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JOB DESCRIPTION

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The National Library of Australia is planning to provide online access to oral history interviews in its collection which record the recollections and perspectives of various people who experienced the removal of Aboriginal and Torres Strait Islander children. These recordings were made by the Library as part of the *Bringing Them Home* oral history project which was initiated in response to the 1997 Government's inquiry into the Separation of Aboriginal and Torres Strait Islander children from their families.

In this role you will be responsible for all aspects of the liaison, editing and presentation tasks, and the Library is looking for a person with proven negotiation and project management skills, appropriate technical skills and a demonstrated knowledge and awareness of Indigenous issues in Australia.

The position is non-ongoing for a period of 16 months.

Further information on the Library can be obtained at <http://www.nla.gov.au/>

Further details on our conditions of employment can be accessed at <http://www.nla.gov.au/nla/agreement/>