



Queensland  
Government

Kingston  
HUMAN CAPITAL

## ROLE INFORMATION PACK

DEPARTMENT OF TREATY,  
ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS,  
COMMUNITIES AND THE ARTS

QUEENSLAND STATE ARCHIVES

# Director, First Nations Strategy





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# Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

## About the Department

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) is responsible for progressing the Treaty process, delivering services for communities and the arts, and providing whole-of-government leadership and coordination in policy, program, and service delivery for Aboriginal and Torres Strait Islander Queenslanders.

## Our Vision

To work with Aboriginal and Torres Strait Islander peoples, and non-Indigenous Queenslanders, to build a new future and support thriving communities where all can enjoy high levels of social and economic wellbeing, supported by a vibrant arts and cultural sector.

## Our Purpose

To be effective leaders and partners in ensuring Queenslanders thrive socially, economically and culturally.





# Our Organisational Structure



## Director-General

- Office of Director General
- Internal Audit
- Cabinet and Executive Services



## Aboriginal and Torres Strait Islander Partnerships

- Culture and Economic Participation
- First Nations Olympics Program
- Transition Planning
- Regional and Infrastructure Coordination
- Closing the Gap Program Management



## Strategic Policy, Legislation and Reform

- Strategic Policy and Legislation
- Truth-telling and Healing Inquiry Response Team



## Arts Queensland

- Partnership and Investment
- Strategy and Programs
- Agencies, Governance, and Infrastructure



## Communities

- Queensland Veterans Council Secretariat
- Community Recovery
- Community Services
- Queensland State Archives



## Corporate Services

- Human Resources and Ethical Standards
- Finance, Procurement and Property services
- Governance and Strategic Communications

**Disclaimer:** the current organisation structure is subject to change.

# Queensland State Archives

## What We Do

Queensland State Archives (QSA) connects Queenslanders with their past, the histories of their families, the local community and the state by providing access to Queensland's most significant historical records. QSA also sets standards to ensure government creates and manages its records appropriately in line with the *Public Records Act 2002* and *Public Records Act 2023*. Effective records and information management are at the heart of open, accountable and modern government ensuring records are available for immediate business purposes as well as documenting the decisions and actions of government for the future.



### VISION

Connecting Queenslanders with their past to create our shared future.



### MISSION

Working together to proactively manage Queensland's public records for people to discover and use.

## Our Strategic Priorities 2022-2026



Developing and investing in our people and fostering a culture of collaboration, trust and respect.



Partnering with our information management community to realise effective services through recordkeeping.



Secure important digital records created by government for current and future generations to use.



Being recognised as an archive that supports Aboriginal and Torres Strait Islander self-determination and embraces First Nations' worldviews, knowledge and culture.



## Our Work Here

- We build government understanding and capability in the management of records and information to support the efficient and effective management of public records by public authorities.
- We promote and preserve the QSA collection and make it accessible for the benefit of current and future generations.
- We facilitate and increase access to the QSA collection through excellent customer service, strategic stakeholder engagement and community programming. We partner, collaborate, and engage with our diverse Queensland communities in the review, design and operations of services to meet their needs and expectations.
- We create places for Queenslanders to share stories and histories and create a sense of connection.

## How We Work

How we work will be central to delivering our strategic plan:

### Partnerships

- We are respected, trusted and sought-after by our customers as service providers and partners.

### Collaboration and Engagement

- We work in collaboration with the public, communities and agencies to achieve shared goals and outcomes, and for greater impact.

### Trust and Integrity

- We play an important role in building public trust in government by setting information and records management standards for Queensland Government.

### Future Focused

- We look for new and better ways to provide value to the Queensland public, communities and agencies by delivering services that are central to making, preserving and accessing the collection.



## Who Does QSA Provide Services to?

We work with approximately 500 Queensland public authorities including:

- Departments
- Local governments
- Government Owned Corporations
- Universities
- Grammar schools
- Courts
- Ministers and Assistant Ministers
- Statutory bodies and statutory authorities.

## How Do We Do This?

For government, we do this by:

- Developing policies, guidelines, training and tools to help public authorities make, keep, manage and preserve their public records.
- Authorising the disposal of Queensland public records.
- Providing an appropriate storage environment for permanent value records transferred to QSA.
- Increasing discoverability and access to records through the archival catalogue, public search room and file issue service.
- Administering restricted access periods for permanent value records held at QSA.
- Working collaboratively with public authorities to develop solutions to the Queensland Government's significant recordkeeping challenges.





# About the Team

## Profile Queensland State Archivist

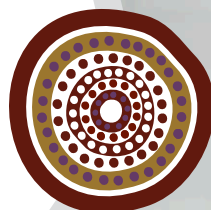
Louise Howard has a multi-disciplinary career spanning local and state government and the higher education sector. She is an experienced information management and technology specialist with a strong background in records management and archives, library services, information management strategy and policy implementation. Louise has extensive experience with data and information governance and implementation of digital technologies.

Louise spent several years working with Griffith University in leadership roles in IT Infrastructure and Cloud and as the Director of Research, Specialised and Data Foundations, prior to which she held roles within Queensland State Archives and Transport and Main Roads.

As State Archivist she is currently supporting agencies to prepare for the commencement of the new *Public Records Act 2023*, with the new legislation introducing mandatory standards and a pro-disclosure approach for Queensland public authorities. Louise is committed to leveraging emerging technology and promoting good information governance as a key element of success within digital government. She is focused on building on the successful delivery of a robust and comprehensive digital archive program that will ensure the accessibility and preservation of Queensland's digital records of enduring value. Establishment of a First Nations Advisory Group is also underway, to advise the State Archivist on matters relevant to Aboriginal and Torres Strait Islander peoples' cultural heritage and public records.

Louise is also the current Executive Chair of Council of Australasian Archives and Records Authorities and an Executive Fellow of ANZSOG.

## Louise Howard Queensland State Archivist



# Team Highlights

## Working for Queensland Survey

In the most recent survey, QSA achieved higher than average results in the annual Working for Queensland Survey, which measures Queensland public sector employee perceptions of their work, manager, team, and organisation. Highlights of our survey results include:

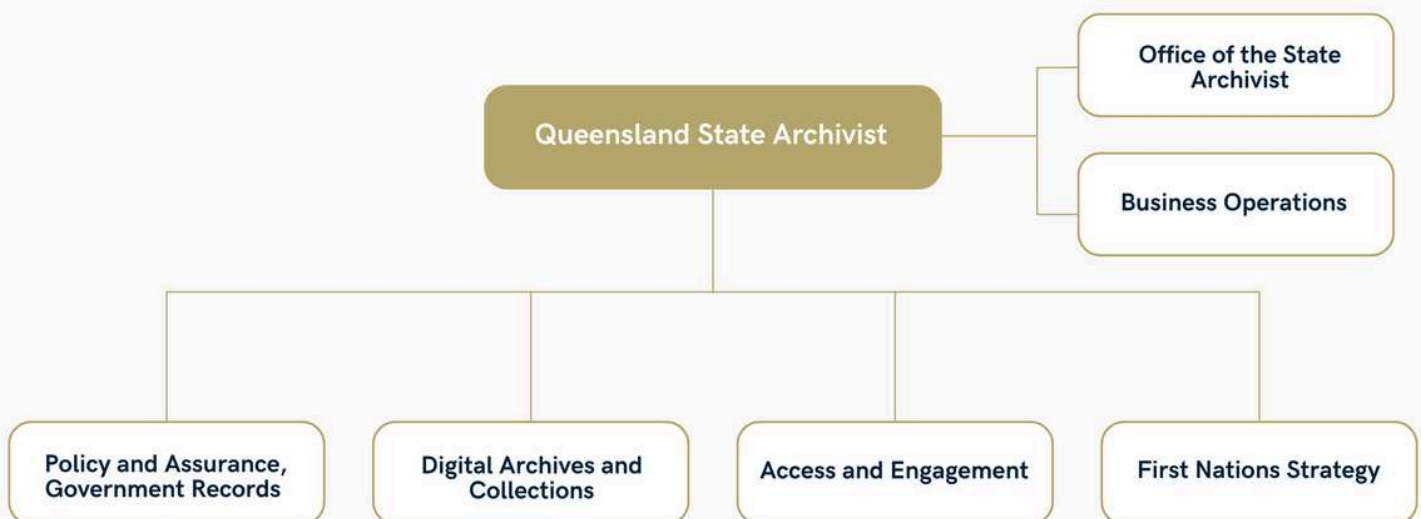
- 89% of staff are proud to tell others they work for QSA
- 91% of staff would recommend QSA as a great place to work
- 84% of staff believe their job allows them to utilise their skills and knowledge
- 89% of staff feel QSA values their wellbeing

## Our People

QSA aspires to be a workplace of choice, attracting and retaining high performing staff and establishing a positive and engaged workforce. QSA's staff have a diverse range of specialist skills, comprising archival research, preservation, collection management, recordkeeping, policy, communication, community engagement and facility management. Our people show an unwavering dedication to the preservation, sharing, and celebration of Queensland's heritage.



## Queensland State Archives Org Chart





# ROLE DESCRIPTION

## Director, First Nations Strategy

**Role Type:** Fixed term contract until 30 June 2027  
Flexible Full-time

**Location:** Runcorn, Brisbane

**Division:** Queensland State Archives (QSA)

**Direct Reports:** 1

**Reports to:** Queensland State Archivist

**Total fixed remuneration:** \$161,770 - \$169,261  
(Based on a full-time, annual arrangement which does not include employer superannuation contributions of up to 12.75% and annual leave loading)

### Tandanya-Adelaide Declaration

The 2019 *Tandanya-Adelaide Declaration* is an international archives declaration on Indigenous people and matters.

QSA is a signatory on the declaration and has developed its Statement of Intent in response. It marks a new approach to sharing and preserving cultural heritage and outlines key actions to embrace First Nations worldviews and perspectives.

### Truth-telling and Healing Inquiry

The *Path to Treaty Act 2023* establishes a First Nations Treaty Institute and the Truth-telling and Healing Inquiry (the Inquiry).

The objectives of the Inquiry are to chronicle the history of colonisation and impacts on First Nations peoples; adopting the principles a trauma-informed approach; promote public awareness and develop shared understandings of First Nations cultures, histories, languages and traditions.

The Inquiry presents a unique opportunity in Queensland's history to reframe the relationship between Aboriginal and Torres Strait Islander Queenslanders, and non-Indigenous Queenslanders

First Nations Strategy is the team within QSA responsible for assisting government agencies engaging with the Inquiry to identify and access public records. This team is also responsible for leading the First Nations First Program which supports Queensland Government's Path to Treaty and delivers on QSA's own Statement of Intent.

# ROLE DESCRIPTION (continued)

## Mandatory requirements

Possession of a tertiary qualification is not a prerequisite for this role however tertiary qualifications and/or relevant learning experience in archives, library, collection management or information management would be considered highly desirable.

### Identified role

This position is designated as identified. Under Section 25 of the *Anti-Discrimination Act 1991 (Qld)*, it is a genuine occupational requirement for the incumbent to be someone who identifies as an Aboriginal and/or Torres Strait Islander person and either:

- is of Aboriginal and/or Torres Strait Islander descent; or
- is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

As part of the application process, applicants may be required to provide evidence of their Aboriginal and/or Torres Strait Islander descent, which could include a written assertion that you are of Aboriginal and/or Torres Strait Islander descent.

### Cultural capability

- You are able to communicate effectively with Aboriginal peoples and Torres Strait Islander peoples and you have knowledge of both cultures and societies from a historical and contemporary perspective.
- You recognise and articulate the interests of Aboriginal peoples and Torres Strait Islander peoples and you are able to consult in accordance with cultural protocols if required.

## What's in it for you

- We strongly encourage enquiries and applications from people with diverse backgrounds including Aboriginal peoples and Torres Strait Islander peoples, people with disability, and people from culturally and linguistically diverse backgrounds.
- We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination and violence. We respect, protect and promote human rights, including through our recruitment processes. The department is proud of its White Ribbon Australia (WRA) Workplace Accreditation as part of a commitment to prevent domestic and family violence.
- We will support you to build a challenging and rewarding career while maintaining a healthy work and life balance. Our department is committed to providing employees with access to a flexible work environment and welcomes the opportunity to discuss these arrangements.





# ROLE DESCRIPTION (continued)

## What you can expect

- You will be responsible for developing QSA's First Nations Strategy and helping government agencies and Aboriginal and Torres Strait Islander peoples and their communities seeking access to public records to prepare for and engage with the Truth-telling and Healing Inquiry.
- You will be focused on improving discoverability and access to Aboriginal and Torres Strait Islander related records held at QSA and will support the development and embedding of QSA's own cultural protocols.
- You will provide support for the establishment of QSA's First Nations Advisory Group, and the implementation of First Nations principles in the new *Public Records Act 2023*.
- You will work collaboratively as part of a team, and engage with a range of stakeholders, including QSA colleagues, members of the public including Aboriginal and Torres Strait Islander peoples and government agencies.
- You will enjoy a competitive salary, superannuation, salary packaging, flexible working hours, flexible leave options, a safe and healthy work environment and professional development. Travel across the state may be required.

## What you will do

- Lead the development, management and promotion of a responsive First Nations Strategy arising from Path to Treaty, Closing the Gap, Reframing the Relationship and the 2019 Tandanya-Adelaide Declaration.
- Lead and oversee the strategic direction, reporting and daily operations of QSA's response to the Truth-telling and Healing Inquiry and support for the First Nations Treaty Institute.
- Provide strategic, high-level advice to the Queensland State Archivist and Deputy Director-General, Communities and other stakeholders as required, on matters relevant to First Nations records, IndigenousData Governance and cultural protocols.
- Implement and enable QSA to manage the obligations of QSA's Indigenous Cultural and Intellectual Property protocols.
- Lead and manage the engagement, partnering and relationship building with a range of stakeholders including First Nations communities, to contribute to and provide maximum benefit to communities.
- Contribute to building a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.
- Support and foster a trauma informed approach to customer support and promote psychosocial wellbeing support for staff.
- Lead and manage a multi-disciplinary team, ensuring effective and consistent service delivery and quality outcomes coupled with efficient management of financial and human resources in accordance with government policy and legislative requirements.
- Contribute to QSA's strategic agenda with organisational effectiveness and work collaboratively as a member of the Executive Leadership Team.
- Foster a professional environment to encourage commitment, ethical behaviour, staff wellbeing, skills development, professional growth and continuous improvement.



# ROLE DESCRIPTION (continued)

## What we are looking for

### Technical

- Demonstrated experience leading and managing multidisciplinary teams.

### Vision

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.

### Results

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workplace.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.

### Accountability

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

## We are looking to find the person best suited for the role – that could be you!

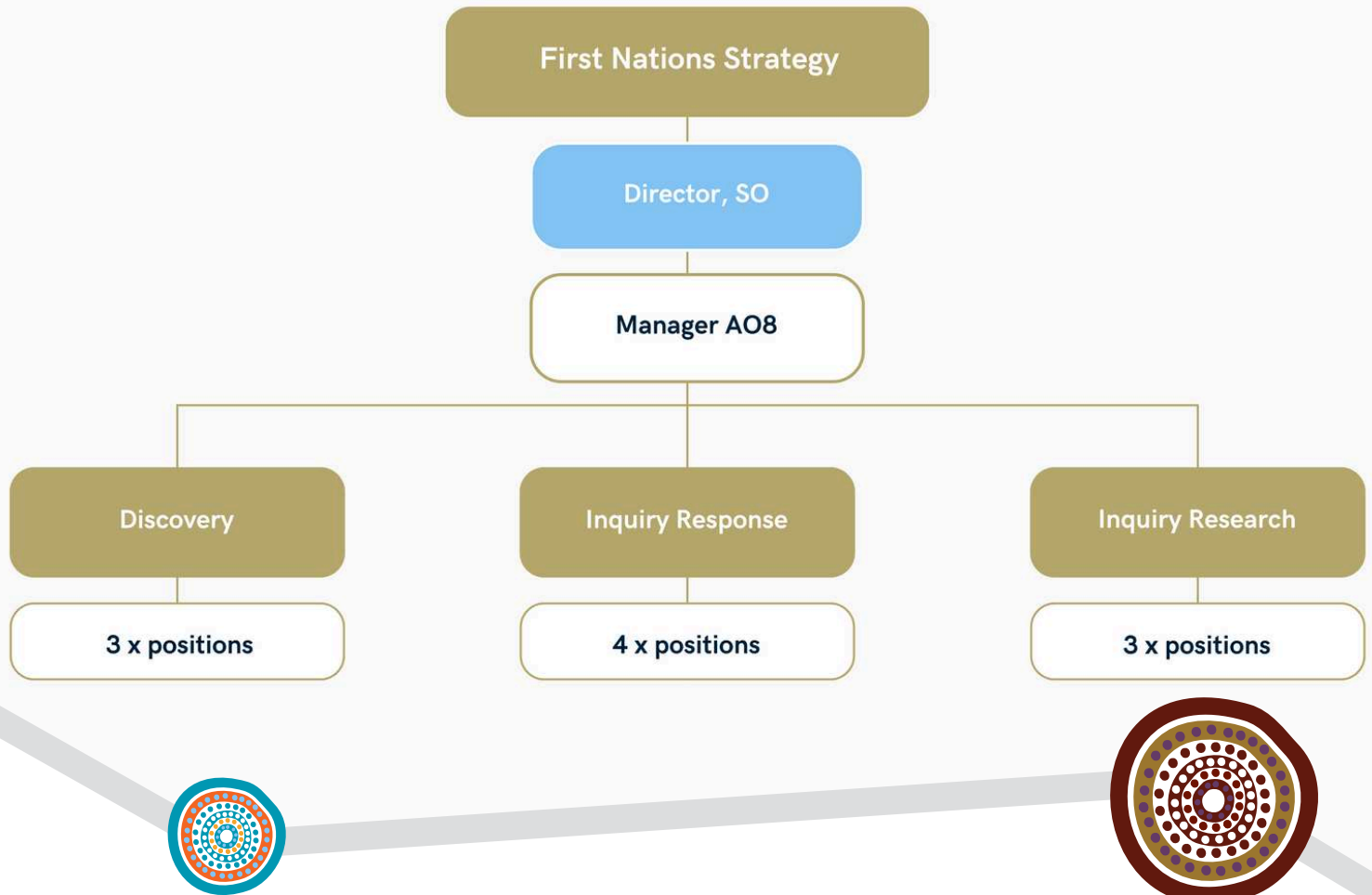
We will holistically assess your knowledge, skills and experience, your capacity for development and your potential to make a future contribution to our department.

We will look at how all of these, including your personal qualities, contribute to and complement the existing team, build on our talented workforce and reflect the diverse views, experiences and backgrounds of Queenslanders.





# First Nations Strategy QSA Org Chart



## Team Structure

### First Nations Strategy

In 2023 Parliament passed the Path to Treaty Bill, which establishes a Truth Telling and Healing Inquiry (the Inquiry) to explore the impacts of colonisation on Queensland's First Peoples.

QSA has established a First Nations team to help agencies and community members discover and access historical records that document laws, policies and practices that have continued to have impacts on Aboriginal and Torres Strait Islander peoples.

This team is responsible for leading the First Nations First Program which supports Queensland Government's commitment to undertaking the Inquiry, Reframing the Relationship with First Nations peoples, and delivers on QSA's own Statement of Intent.

# Team Structure (continued)

The team comprises of three focus areas:

## Discovery Team

The Discovery team will improve the descriptions of public records, including making record metadata more inclusive through embedding perspectives and knowledges of Aboriginal and Torres Strait Islander peoples. Along with improved discoverability, the team will improve access to First Nations related records, by prioritising them for digitisation.



## Inquiry Response Team

The Inquiry Response team will undertake and deliver research services using archival records, supporting requests for information relating to the Truth Telling and Healing Inquiry for Government agencies and the public, to support access to records.

## Inquiry Research

The Inquiry Research team will support government agencies to identify records relating to First Nations peoples held at QSA, and improve their understanding of the history of their department as it relates to First Nations peoples.





# Your Application for Director, First Nations Strategy

If you think this role is for you, you will need to provide:

- your **current resume** (of no more than four pages) containing details of two referees (with at least one referee who has a thorough knowledge of your work behaviour, conduct and performance within the previous two years).
- a **statement** (not more than two pages) telling us about yourself and how QSA could benefit from your experience and skills with a focus on:
  - strategic leadership and provision of high-level advice
  - superior stakeholder engagement, particularly with a range of internal and external stakeholders
  - execution and accountability of quality results
  - advocating for and promoting the interests of Aboriginal peoples and Torres Strait Islander peoples.

Consider the competencies listed in 'What we are looking for', in particular the behavioural indicators for each competency provided in the [Leadership competencies for Queensland](#).

Please also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and inclusion means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

## Your Contact

### Michelle Bassett

Director, Recruitment & High Performance

Kingston Human Capital

P 0400 442 280

E [michelle@kingstonhumancapital.com.au](mailto:michelle@kingstonhumancapital.com.au)

[CLICK HERE](#)  
to apply  
now!

# Important Information

- Visit us to find out more:

[Aboriginal and Torres Strait Islander Partnerships](#)

[Communities](#)

[Queensland State Archives](#)

[Arts Queensland](#)

[Youth and Safer Schoolies](#)

[Path to Treaty](#)

- Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location).
- A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise).
- Successful applicants will be subject to a suitability for employment screening relevant to their role and must disclose any previous serious disciplinary action.
- Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
- To be eligible for permanent appointment, applicants must provide proof of Australian citizenship, permanent residency or a right to stay indefinitely. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia for the period of the vacancy.
- Applicants who have been paid a voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application



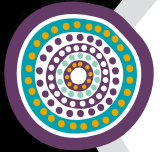
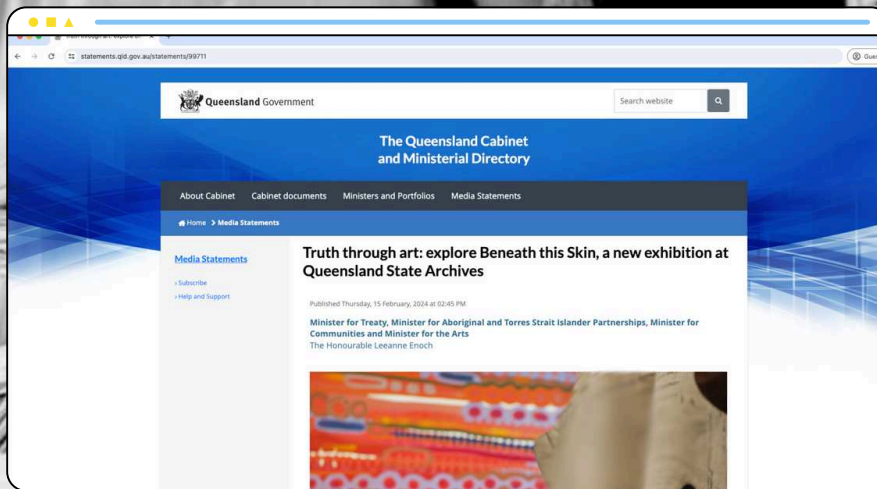
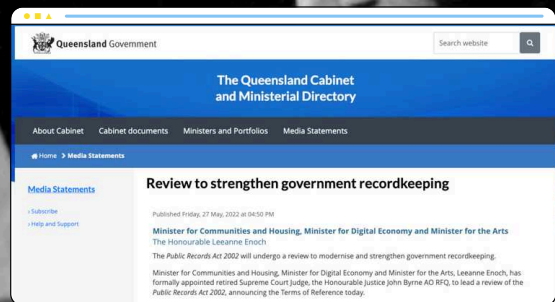
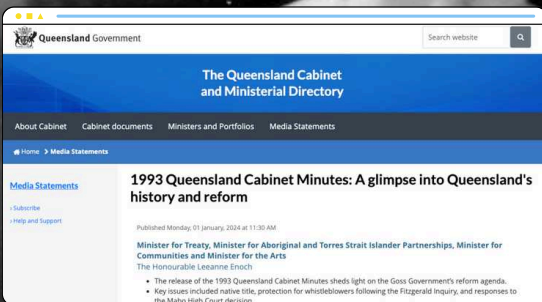
# Relevant Documents and Links

Click on the images to learn more about Queensland State Archives.



# Media Releases

Click on the images to read through Queensland State Archives media releases and articles.





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[www.kingstonhumancapital.com.au](http://www.kingstonhumancapital.com.au)