

**YORTA YORTA NATION ABORIGINAL CORPORATION
POSITION DESCRIPTION
ARCHIVIST**

POSITION SCOPE:

POSITION TITLE:	Archivist
REPORTS TO:	Chief Executive Officer
CONTRACT TYPE:	Part-Time, Fixed-Term (4 days per week, 2 years)
DIRECT REPORTS:	Nil
AWARD:	Award Free
PRIMARY LOCATION:	Barmah (travel to other sites as required)
DATE/REVISION DATE:	November 2025/November 2026

POSITION SCOPE:

The Archivist is responsible for the culturally appropriate management, preservation, interpretation, and accessibility of archival materials relating to Yorta Yorta peoples. The role ensures the application of Indigenous methodologies, cultural safety principles, and community-led protocols in all aspects of archival work.

This position contributes to truth-telling, repatriation, and cultural revitalisation by facilitating respectful engagement with the Yorta Yorta elders and family groups.

ORGANISATIONAL CONTEXT:

The Archivist is a key cultural and creative role within YYNAC.

ORGANISATIONAL VISION:

'Learning from the past to build on Yorta Yorta's future'

ORGANISATIONAL VALUES:

- **Professional Integrity**
We treat all our people with dignity and respect
- **Quality**
We will always strive to do our best and improve the way we do things
- **Responsibility**
We commit to the actions we take to achieve the best possible outcome for our people.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs.

Day to Day operations

- Identify, appraise, arrange, describe, and preserve records relating to Yorta Yorta history, culture, and knowledge systems
- Apply Yorta Yorta knowledge systems and perspectives to archival description and access conditions.
- Conduct sensitivity reviews and apply access restrictions in accordance with cultural protocols and community guidance
- Coordinate and implement the digitisation of culturally significant materials, ensuring ethical and community-approved representation
- Develop and maintain respectful relationships with, Elders, and Family groups
- Facilitate community access to collections, including on-Country visits, digital access, and culturally appropriate outreach programs.
- Support community-led projects including oral history collection, truth-telling initiatives, and repatriation of materials.
- Other duties as required.

PERSON SPECIFICATION

The appointee should possess the following:

- Strong connections in the Yorta Yorta community incorporating applied knowledge of community-centred consultative practice and cultural protocols.
- Experience in, or knowledge of, Indigenous Cultural Intellectual Property frameworks, policy, and licensing.
- Current knowledge and working experience to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description

KEY SELECTION CRITERIA:

- Relevant tertiary degree
- Working knowledge of Microsoft Office applications
- Proven experience in approaching approach tasks with meticulousness, accuracy, and a focus on the small aspects of the work. It involves carefully examining all parts of a project to ensure thoroughness and completeness, preventing errors and omissions
- Personal qualities of integrity, loyalty, trustworthiness, absolute discretion and confidentiality
- Possess Australian Drivers Licence

RELEVANT INFORMATION:

- Commitment to equal opportunity principles and occupational health and safety requirements
- All positions with YYNAC require a negative Drug and Alcohol Test, Police Check and Working with Childrens Check to be submitted prior to commencement of employment
- Disclosure of any pre-existing illness or injury which could be affected by the position duties.

MORE ABOUT THE CORPORATION:

Yorta Yorta Nation Aboriginal Corporation (YYNAC) was formed in 1998 to represent the rights and interests of the Yorta Yorta Nation and its members. Integral to acquiring these rights was the

appointment of YYNAC as a RAP with defined legislative functions in 2007, following commencement of the Aboriginal Heritage Act 2006 (Vic) and the subsequent signing in 2010 of the YYNAC Co-Management Agreement with the State of Victoria.

YYNAC is governed by a Board of Directors of 7 Yorta Yorta People elected at the YYNAC Annual Meetings. The YYNAC membership is by connection to Yorta Yorta Apical Ancestors who are represented through 16 Family Groups. The Yorta Yorta Council of Elders (COE) comprises membership from the 16 Family Groups and are responsible for protecting and promoting the interests of Yorta Yorta Nation. The COE has responsibility for decision making on applications for activities proposed on our Country. They are the Knowledge Keepers for our tangible and intangible heritage and culture, including with respect to the return of our Ancestral Remains and cultural objects on behalf of the Yorta Yorta Nation.

Yorta Yorta traditional Country covers a wide area in New South Wales and Victoria and is subject respectively to state and commonwealth legislative processes, including the Victorian Aboriginal Heritage Act 2006 (the Act).

The role of YYNAC includes to protect and manage the cultural rights and interests, support and advancement of the aspirations of Yorta Yorta People as outlined in the Yorta Yorta Whole of Country Plan 2021-2030 and YYNAC Strategic Plan.

This is an “Indigenous Only” role under Special Measures of the EEO Act 2010 Section 12

