



---

**TITLE:** Chief Heritage Officer  
**CLASSIFICATION:** Class 1  
**INDUSTRIAL** PSGOGA  
**AGREEMENT:**  
**POSITION NO:** 22003  
**LOCATION:** Perth  
**EFFECTIVE DATE:** September 2011

---

#### **REPORTING RELATIONSHIPS:**

**This position** reports to: 15845 – Deputy Director General – Class 3

Direct Reports to **This Position:** 5

---

#### **ROLE AND RESPONSIBILITIES:**

##### **The Purpose or prime function of this position:**

Collaborate with the Deputy Director General to deliver agreed corporate outcomes. Ensures legislative requirements are met and Directorate members are appropriately resourced, accountable and provided with necessary development opportunities. Deliver sound corporate governance of the Department's activity, and supports accountability of the State investment in Aboriginal affairs in Western Australia.

Leads the promotion and protection of heritage to maximise the social, economic and cultural benefit to Aboriginal Western Australians. Provides the mechanisms for the Aboriginal Cultural Management Committee to exercise their statutory responsibilities.

---

#### **Key activities include:**

##### **STRATEGIC MANAGEMENT**

- Participates as a member of relevant corporate governance forums in planning and decision-making relating to the strategic development and management of the agency
  - Provides advice to the Deputy Director General and Minister on emerging issues relating to Aboriginal heritage management, preservation and protection.
  - Develops strategic partnerships and programs to achieve heritage outcomes.
-

## **HERITAGE MANAGEMENT**

- Manages organisational and functional change to complement legislative reform and Government expectations of heritage management practices. This includes defining the structure, roles and business processes of the heritage functions; establishing appropriate systems to support the legislative and functional changes; and developing appropriate change management strategies for staff and stakeholders.
- Ensures delivery of best practice heritage services to statutory bodies, mining companies, developers, government agencies, Aboriginal communities and members of the community.
- Responsible for the efficient and effective administration of the legislation relating to Aboriginal heritage management. This includes overseeing the work of the Registrar of Aboriginal Sites and providing support to the Aboriginal Cultural Material Committee (ACMC) and the Aboriginal Affairs Planning Authority (AAPA).
- Develops heritage policy programs. Maintains effective and productive working relationships with key external agencies across all levels of government and non-government sectors.
- Ensures across government coordination on heritage initiatives by liaising and negotiating with Federal, State and Local Government to maximise the level of funding and co-operation in the provision of the best possible and most relevant services needed by Aboriginal Australians.
- Works with other directorates to ensure that heritage and cultural services and activities across the agency comply with relevant legislation, government, board and departmental policy and agreed standards.
- Develops and maintains effective and efficient heritage and cultural information management systems.
- Ensures appropriate training, mentoring and technical support on heritage and cultural matters to regional offices.

## **DIRECTORATE MANAGEMENT**

- Directs and ensures the effective management, business planning, development and continuous improvement and reporting of outcomes for the Directorate's services, and human, financial and other resources.
- Maintains and develops business processes and systems to protect the integrity and more efficient capture of data.
- Drives continuous improvement in management of resources and delivery of services.

---

## **JOB RELATED REQUIREMENTS:**

The overall experience, skills and capability requirements within the context of the position:

Through your CV and Cover Letter we will be looking for:

### **Shapes and Manages Strategy**

The ability to develop strategic direction in line with government objectives, inspire a sense of purpose and win support for the organisation's vision and goals, identify emerging trends and opportunities, demonstrating effective judgement to weigh up risk and options plus develop realistic solutions, is important for this role.

---

**Achieve Results**

The ability to successfully deliver intended results and achieve organisational outcomes by using the best professional expertise available is fundamental to this criterion.

**Builds Productive Relationships**

The capacity to build relationships with key stakeholders (both internal and external), develop strategic alliances as well as demonstrate the ability to guide, coach and develop staff are important features of this role.

**Exemplifies Personal Integrity and Self-Awareness**

Exhibits a personal commitment to professionalism, probity and personal development and demonstrates resilience when faced with challenges.

**Communicates and Influences Effectively**

Demonstrated ability to negotiate persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

---

**Substantive Equality**

The Department of Indigenous Affairs is committed to ensuring that Indigenous Western Australians live long, healthy and fulfilling lives. The Department recognises and values Indigenous Land, Heritage and Culture and supports Indigenous people in their needs and aspirations to share equally in the benefits of Western Australian society and economy.

---

**Registered**

**Human Resources Officer: D. Baron**

**Date: 4 October 2011**

---