|  |  |
| --- | --- |
| **POSITION DETAILS**  **TITLE:** | Heritage Officer |
| **CLASSIFICATION:** | Level 4 |
| **INDUSTRIAL AGREEMENT:** | PSGOGA |
| **POSITION NUMBER:** | Various |
| **DIRECTORATE:** | Heritage |
| **LOCATION:** | Perth |
| **EFFECTIVE DATE:** | October 2016 |

**REPORTING RELATIONSHIPS:**

**This position** reports to: Team Leader, Level 6

Direct Reports to **This Position: 0**

**ROLE AND RESPONSIBILITIES:**

**The purpose or prime function of this position:**

Undertakes work relating to information that has been submitted to the Department for inclusion on the Register of Places and Objects.

Provides advice on the requirements of the *Aboriginal Heritage Act 1972*.

Supports the Team Leader in achieving heritage outcomes in line with the agreed Directorate outcomes.

**Key activities include:**

**APPLICATIONS AND ASSESSMENTS**

* Collaborate with team members in undertaking projects to deliver heritage and site information reports and assessments.
* Undertakes assessments on place information for inclusion on the Register of Places and Objects.
* Prepares places summaries and papers for the team leaders and Directors consideration in line with agreed Directorate outcomes.
* Undertakes research on heritage information to undertake an assessment under the *Aboriginal heritage Act 1972.*
* Undertakes data entry in AHELP to ensure all records are kept up to date.
* Provides advice to stakeholders relating to the assessment process in line with the AHA1972.

**LIAISON**

* Liaises with landowners and interested parties in relation to Aboriginal heritage places and the requirements under the AHA1972.
* In consultation with the Team Leader and Director, develop partnerships with other agencies to increase the level of understanding of the requirements of the *Aboriginal Heritage Act 1972 (AHA)*.

**OTHER**

* Undertakes other duties, as directed

**JOB RELATED REQUIREMENTS:**

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

**(PLEASE Note: Not in order of Priority)**

**Essential**

Demonstrated experience in effectively and sensitively communicating with Aboriginal Australians.

Demonstrated high level research, analytical and problem solving skills in dealing with Aboriginal heritage information.

Good Knowledge of and experience in current issues and trends in Aboriginal affairs in particular the Aboriginal Heritage Act 1972.

Demonstrated high level written, oral communication and interpersonal skills with a strong customer focus.

Demonstrated work experience in dealing with Microsoft packages and ArcMap

Demonstrated experience in working both independently and in a team environment.

**Desirable**.

Aboriginal Australian YES / NO

A relevant post secondary qualification.

**Special Equipment/Requirements**:

Nil

**Substantive Equality**

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

**Registered:**

**Human Resources Officer: C. Thorson**

**Date: October 2016**