**POSITION DETAILS**

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| **TITLE:**  | Senior Projects Officer |
| **CLASSIFICATION:** | Level 5 |
| **INDUSTRIAL AGREEMENT:** | PSGOGA  |
| **POSITION NUMBER:** | 24442 |
| **DIVISION:** | Heritage |
| **LOCATION:** | East Perth  |
| **EFFECTIVE DATE:**  | October 2016 |

**REPORTING RELATIONSHIPS:**

**This position** reports to: Manager Heritage Projects, Level 7

Direct Reports to **This Position:** 0

**ROLE AND RESPONSIBILITIES:**

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

Undertake project work relating to Aboriginal heritage, across Western Australia in line with the strategic direction of the Heritage Directorate including the provision of advice to external stakeholders relating to the *Aboriginal Heritage Act 1972.*

**Key activities include:**

**Heritage Projects**

* Provides advice to external clients in relation to the *Aboriginal Heritage Act 1972*.
* Coordinates and undertakes projects to meet the goals of the Heritage Directorate.
* In conjunction with the Team leader (Regions), works with regional heritage staff in relation to heritage projects.
* Assists with the maintenance of the AHELP system and the data integrity and staff training for Heritage staff.
* Facilitates the development of partnerships to review and improve the quality of information on AHELP.
* Conducts Quality Assurance on heritage information.
* Provides reports in relation to development areas to assist in identifying priority work areas in line with the overall direction of the Heritage Directorate.
* Provides statistics as part of the overall reporting in line with key performance indicators (KPI) to inform strategic reporting.

**Other**

* Undertakes other duties as required.
* Undertakes research on specific matters referred by the Executive Director and the Manager Heritage Projects and performs other duties as directed.

**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:

**(Please note, not in order of priority)**

**Essential**

Demonstrated strong experience in effectively and sensitively communicating with Aboriginal Australians and other stakeholders.

Experience in information management practices, mapping systems and data entry with a high level of research, problem solving and analytical skills including the AHELP system.

Knowledge and experience in dealing with confidential and sensitive information and a sound understanding of the ethical considerations involved, with particular reference to the *Aboriginal Heritage Act 1972*.

Knowledge of and experience in current issues and trends in Aboriginal affairs and the *Aboriginal Heritage Act 1972* and the *State Records Act 2000*

Demonstrated experience in developing projects and the ability to deliver with the agreed outcomes and timeframes.

High communication skills including written, oral and interpersonal skills with a strong customer service focus.

Demonstrated experience in working both independently and in a team environment and an ability to manage diverse workloads and meet competing deadlines.

**Desirable**

Aboriginal Australian **YES**

**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**