



## POSITION DETAILS

<b>TITLE:</b>	Senior Heritage Officer
<b>CLASSIFICATION:</b>	Level 5
<b>INDUSTRIAL</b>	PSGOGA
<b>AGREEMENT:</b>	
<b>POSITION NUMBER:</b>	24422
<b>DIRECTORATE:</b>	Heritage
<b>LOCATION:</b>	Perth
<b>EFFECTIVE DATE:</b>	October 2016

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### REPORTING RELATIONSHIPS:

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

Direct Reports to **This Position:** 0

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### ROLE AND RESPONSIBILITIES:

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

Works as part of the Heritage Operations team to deliver agreed Branch outcomes. Works to ensure legislative requirements are met, contributes to sound operational governance of the Branch activities, and in doing so supports accountability of the State investment in Aboriginal affairs in Western Australia.

Participate in the development and provision of best practice policy, and information standards, in order to achieve heritage outcomes, including the provision of advice to external stakeholders relating to the *Aboriginal Heritage Act 1972*. Prepares and delivery of heritage and site information reports and assessments.

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#### Key activities include:

### SITE ASSESSMENT

- Contributes with the Team Leader to ensuring the delivery of reform and Government expectations of heritage management practices relating to site assessment function.



- Participates with the delivery of best practice heritage and site assessment services to a range of stakeholders including statutory bodies, mining companies, developers, government agencies, Aboriginal communities and members of the community.
- Participates in the development and maintenance of effective and efficient heritage and site assessment information management systems.
- Provides high level analysis and policy advice on matters related to the identification of sites under the *Aboriginal Heritage Act 1972*.
- Responsible for preparing and site reports and site assessments for consideration by the Aboriginal Cultural Material Committee within the required timeframe.
- Process statutory applications within the required timeframes.
- Undertakes data entry into AHELP and ensures documents are entered into AHELP.

#### **LIAISON**

- In consultation with the Team Leader develops partnerships with other agencies to increase the influence of Aboriginal Australians in decision-making on heritage operations.
- Contributes to the development of strategic operational partnerships with Government agencies and other stakeholders to increase the level of understanding of the requirements of the *Aboriginal Heritage Act 1972*.
- Maintains effective and productive working relationships with key external agencies across all levels of government and non-government sectors.
- Represents the Department on working parties, committees and at meetings, conferences and other forums.
- Participates in planning and assists with the operational development and activities of the Branch
- Provides advice to the Team Leader and/or Director on issues relating to Aboriginal heritage management, preservation and protection as they relate to site assessment and reporting activities.
- Actively participates and contributes in continuous improvement activities and the delivery of Branch and Directorate services
- Assists stakeholders to lodge information through AHELP.

#### **OTHER**

- Prepare and draft Briefing Notes and Ministerials as required.
- Undertake 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 strong experience in effectively and sensitively communicating with Aboriginal Australians.

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

Sound knowledge and understanding of heritage and culture including current issues and trends and relevant Commonwealth and State legislation, with particular emphasis on requirements of the *Aboriginal Heritage Act 1972* and processes relating to the administration of the Act and related legislation.

Demonstrated ability to work under pressure and to effectively prioritize with respect to competing demands.

Demonstrated high level written communication and interpersonal skills including oral, negotiation and facilitation.

Demonstrated work experience in using Microsoft packages and the ability to use recording devices such as GPS and ArcMap.

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

### **Desirable**

A relevant post secondary qualification.

Aboriginal Australian

YES / NO

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### **Special Equipment/Requirements:**

Travel is a requirement

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### **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



Government of **Western Australia**  
Department of **Aboriginal Affairs**

Culture and supports Aboriginal people in their needs and aspirations to share equally in the benefits of Western Australian society and economy.

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**Registered:**

**Human Resources Officer: M. Power**

**Date: April 2017**

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