



POSITION DETAILS

TITLE:	Senior Heritage Officer
CLASSIFICATION:	Level 5
INDUSTRIAL AGREEMENT:	PSGOGA
POSITION NUMBER:	24429
DIRECTORATE:	Heritage
LOCATION:	Port Hedland
EFFECTIVE DATE:	October 2016

REPORTING RELATIONSHIPS:

This position reports to: Team Leader Regions, Level 6

Direct Reports to **This Position:** 0

ROLE AND RESPONSIBILITIES:

The Purpose or prime function of this position:

Undertakes 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*

Collaborate with stakeholders to develop heritage projects to preserve and protect Aboriginal Sites

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

Key activities include:

REGIONAL PROJECTS

- Collaborates with team members in the preparation of project briefs and in undertaking projects to deliver heritage information.
- Assists stakeholders to record and report Aboriginal heritage places using the AHELP system.
- Undertakes audits on Aboriginal sites and heritage places as required.
- Provide advice to external stakeholders on the requirements of the Aboriginal Heritage Act 1972
- Provides advice on issues and trends in operational heritage matters to the Team Leader (Regions) and the Director Heritage Operations.
- Provides support to the Team Leader in the development, implementation and review of work plans for the regions.



LIAISON AND COORDINATION

- In consultation with the Team Leader (Regions), develops partnerships with other agencies to increase the influence of Aboriginal Australians in decision-making on heritage operations.
- Builds strong working partnerships with regional stakeholders.
- Collaborates with metropolitan and regionally based DAA staff to support regionally based projects.
- Provides advice to the Team Leader and the Director Heritage Operations on the resolution of issues impacting on Aboriginal Australians.

OTHER

- Prepare advice for the Registrar of Aboriginal Sites, the Aboriginal Cultural Material Committee, the Minister if 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.

Demonstrated sound experience in project management, including planning and the ability to deliver projects on time.

Knowledge of and/or experience in current issues and trends in Aboriginal affairs with a strong emphasis on the *Aboriginal Heritage Act 1972*

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.

Aboriginal Australian YES

Desirable

A relevant post secondary qualification.

Special Equipment/Requirements:

Travel is a requirement

Substantive Equality



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

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
