



POSITION DETAILS

TITLE:	Heritage Support Officer
CLASSIFICATION:	Level 3
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:

Captures and enters spatial information relating to Aboriginal heritage sites and heritage surveys utilising ArcMap. Analyses spatial data to assist with investigations and management of heritage issues.

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

Undertakes research on Aboriginal Heritage Information and provides support to the heritage officers.

Key activities include:

RESEARCH, ANALYSIS, INFORMATION

- Researches and analyses Aboriginal heritage information to determine the location and extent of the Aboriginal heritage sites, including accessing culturally sensitive information to assist in the resolution of issues.
- Provides quality advice to external clients in regards to the mapping of Aboriginal heritage places.
- Develops a rapport, and provides and obtains information from counterparts in other government agencies.
- Reviews and provides quality assurance on information entered in the Geographic Information Systems.
- Undertakes data entry into AHELP to ensure that records are maintained and up to date.



OTHER

- Provides and prepares reports as required.
- 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 strong experience in effectively and sensitively communicating with Aboriginal Australians.

Demonstrated experience in capturing, editing and converting spatial data and maintaining metadata along with knowledge of spatial data analysis, mapping and GIS, such as ArcView, ArcInfo, Excel and/or other similar computer applications.

Demonstrated written and oral communication and interpersonal skills with demonstrated experience in effectively and sensitively communicating with Aboriginal Australians.

High level demonstrated experience in research, analytical and problem solving skills with the ability to provide solutions.

Demonstrated experience in working both independently and in a team environment with competing demands.

Demonstrated knowledge of Aboriginal heritage in Western Australia and the *Aboriginal Heritage Act 1972*.

Desirable

Aboriginal Australian YES

Knowledge of and/or experience in current issues and trends in Aboriginal affairs.

A post secondary qualification in a relevant field.

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
