

## POSITION DETAILS

<b>Title:</b>	Senior Heritage Officer				
<b>Classification:</b>	Level 5	<b>Position no:</b>	24428	<b>Direct reports:</b>	0
<b>Branch and Directorate:</b>	Heritage, Heritage Operations				
<b>Location:</b>	Geraldton				
<b>Agreement:</b>	PSGOGA	<b>Effective date:</b>	September 2017		
<b>Reports to:</b> (Title, No, Level)	Team Leader, 24421, Level 6				

## ABOUT THE DEPARTMENT

The Department of Planning, Lands and Heritage engages with Aboriginal Western Australians and all levels of Government to improve the delivery of services, to facilitate the development of policy and programs which deliver sustainable economic, environmental and social benefits to Aboriginal people in Western Australia.

## ROLE AND RESPONSIBILITIES

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

- 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

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### **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.
- 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.
- 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 / No)

#### **Desirable**

- A relevant post-secondary qualification.

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



## Department of Planning, Lands and Heritage

All employees are required to complete a Criminal Record Declaration form. The department may also require the successful candidate to submit a National Police Certificate. A criminal conviction will not automatically preclude an individual from employment and each case will be considered on its merits and strict confidentiality will be observed.

- Travel is a requirement
- Current driver's license

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### **Substantive Equality**

The department 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.