

# JOB ROLE STATEMENT

## PRINCIPAL HERITAGE OFFICER LEVEL 7

DIRECTORATE PLANNING AND TECHNICAL SERVICES  
BRANCH ENVIRONMENT

POSITION NO P0062362

### KEY RESPONSIBILITIES

Manage corporate heritage initiatives and reviews. Provide guidance and facilitate solutions for complex operational and strategic issues. Provide leadership in Aboriginal heritage and Native Title endeavour and performance.

### KEY DELIVERIES

#### Aboriginal Heritage

- Manage development, implementation and review of corporate Aboriginal heritage policy, processes and strategic initiatives.
- Provide guidance and facilitate solutions for complex operational and strategic projects and issues.
- Review operational Aboriginal heritage proposals, consultations, surveys and compliance.
- Provide high level expert technical and policy advice on Aboriginal heritage matters.
- Develop and manage a corporate heritage compliance regime.
- Manage reporting on corporate Aboriginal heritage performance.
- Develop and implement improvement plans for Aboriginal Heritage performance.

#### Native Title

- Develop policy, strategy and a compliance regime for managing legal obligations for Native Title “future acts”.
- Provide high level expert advice on Native Title “future acts” matters.
- Develop, review and advise on agreements relating to “future acts”.
- Liaise with internal property management group on broader aspects of Native Title and related processes.

#### Leadership and Management

- Provide leadership in Aboriginal heritage and Native Title endeavour and performance.
- Lead the development of Main Roads’ capability in Aboriginal heritage and Native Title.
- Contribute to the development and delivery of Branch business plans.
- Contribute to the development of corporate initiatives for engaging with and improving outcomes for Indigenous people.

#### Stakeholder Relationships

- Develop and enhance professional working relationships with internal groups and external stakeholders.
- Consult and negotiate at high level with external stakeholders on Aboriginal heritage and Native Title matters.
- Represent Main Roads on collaborative initiatives for improving relevant State policies, processes and outcomes.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads’ Safety, Health and Wellbeing (SHW) Management System - refer to “SHW Responsibility and Accountability Procedure“ on ‘iRoads’ intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent’s level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation’s objectives and the incumbent’s development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL  
MANAGER ENVIRONMENT

LEVEL 8

POSITION NO  
P0051950

## PRINCIPAL HERITAGE OFFICER LEVEL 7

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

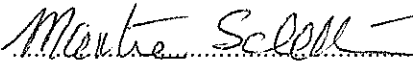
- Comprehensive skill, knowledge and experience in:
  - application of relevant Aboriginal heritage and Native Title legislation and associated processes
  - development and implementation of Aboriginal heritage and Native Title strategic initiatives
  - Aboriginal heritage consultations and surveys
  - building and enhancing stakeholder relationships
  - negotiation and facilitation
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

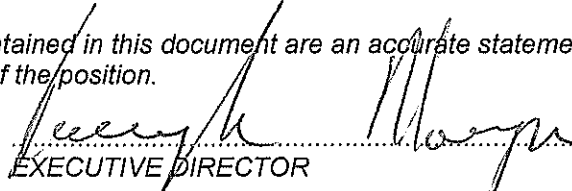
- A Degree in a relevant discipline.

**CERTIFICATION**

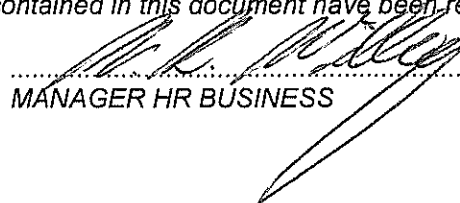
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 3.10.18  
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 3/10/18  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 3/10/18  
MANAGER HR BUSINESS