

# Job Description Form

## 1. Position Details

<b>Position Title</b> Project Officer – Wadjemup Project			<b>Position Number</b> RIA3155960
<b>Level/Grade</b> Level 5	<b>Specified Calling Level</b> N/A	<b>Agreement</b> PSA 1992 / PSCA 2022	<b>Effective Date</b> 18 September 2023
<b>Division</b> Rottneest Island Authority		<b>Branch</b> Environment Heritage and Parks	
<b>Section</b> Cultural Heritage		<b>Location</b> Fremantle and Island Commuting	

## 2. Reporting Relationships

<b>Position Title</b> Cultural Heritage Manager	<b>Level/Grade</b> Level 7		
↑			
<b>Responsible to</b>		<b>Other offices reporting directly to this office</b>	
<b>Position Title</b> Project Manager, Wadjemup Project	<b>Level/Grade</b> Level 7	<b>Position title</b>	<b>Level/Grade</b>
↑			
<b>Responsible to</b>			
<b>This position</b>			
↑			
<b>Officers under <i>direct</i> responsibility</b>			
<b>Position Title</b> n/a	<b>Level/Grade</b> n/a	<b>Approx. no. FTEs supervised</b> Nil	

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

In 2020 the WA Government announced the Wadjemup Project, a historic project to reconcile the history of Aboriginal people's imprisonment on Wadjemup between 1938 and 1931. The project is one of the first large-scale and genuine acts of recognition of the impact of colonisation on Aboriginal people. The Project involves an Aboriginal-led consultation approach for delivery of the memorialisation of the Wadjemup Aboriginal Burial Ground and future use of the Quod.

The Project Officer is responsible and accountable for assisting with the conservation and restoration strategy for the Quod (former Aboriginal prison) and providing assistance on specific deliverables and consultations within the project framework and established timeframe. The role includes:

- Assisting with the Quod conservation and restoration strategy; liaison with key stakeholders; procurement, approvals and delivery of works
- Assisting with facilitating the Aboriginal led statewide Truth-telling and Ceremony Strategy including delivery of project outcomes
- Support and collaboration on the Quod Future Use & Conservation Strategy with key stakeholders
- Support for the collaboration and engagement with stakeholders on the Burial Ground Memorial Delivery
- Reporting on the delivery of project outcomes, budgets and tender documentation
- Compliance, including statutory submissions with relevant Aboriginal/heritage legislation

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

### Operational Management

1. Provide budgets, monitor and report on financial performance, authorise expenditure and payment within the limit of the delegated authority
2. Develop operational work plans that deliver on project outcomes.
3. Engage and consult with all relevant internal and external stakeholders for collaborative and coordinated outcomes

### Project Management

4. Develops and maintains effective internal and external working relationships with Aboriginal people, groups & communities, along with external stakeholder groups and government organisations to support delivery of the Wadjemup Project defined project elements
5. Assistance with the facilitation and delivery of the Aboriginal led Truth-Telling and Ceremony Strategies involving engagement with Aboriginal contractor(s), Whadjuk Elders, Whadjuk Corporation, Wadjemup Aboriginal Reference Group (WARG) and Aboriginal groups state-wide.
6. Assistance with the management and delivery of the Wadjemup Quod Conservation Strategy and works through timely and strategic management incorporating implementation of conservation management plans, designs, specifications, approvals and procurement.
7. Contributes to the timely delivery of the Wadjemup Aboriginal Burial Ground Memorial Delivery and the Quod Future Use strategy.
8. Delivers heritage approvals including preparation of required statutory submissions as required in line with relevant agreements and legislation (including the Noongar Standard Heritage Agreement, Aboriginal Heritage Act 197 and Aboriginal Cultural Heritage Act 2021).
9. Contributes and provides assistance with timely reporting to Aboriginal led Wadjemup Project Steering Group.
10. Ensures contractor deliverables are met within established timeframes and are value for money.
11. Provides regular progress reports to the Project Manager, Wadjemup Project.

### Other

12. Work collaboratively across Agency with other Directorates.
13. Other duties as required.

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## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following essential criteria. These should be addressed in no more than 3 pages in total. Desirable criteria will be assessed as required.

1. Demonstrated experience working with a range of stakeholders (including Aboriginal communities, community groups, heritage practitioners and government agencies) to manage cultural heritage, develop projects and deliver results in a complex operational setting.
2. Demonstrated experience managing Aboriginal heritage in compliance with relevant agreements and legislation to meet operational requirements.
3. Efficient and timely project and resource management including planning, procurement, scheduling, budgeting and delivering of projects.
4. Demonstrated communication skills (including excellent oral, written and interpersonal skills) and ability to successfully develop and maintain relationships with internal and external stakeholders.
5. Strong ICT skills with demonstrated experience using Microsoft Office software, specifically Word, Excel, Outlook, PowerPoint, Teams, and Project.
6. Behaviour that reflects Integrity, Collaboration, Accountability, Respect and Excellence.

### Desirable

7. A tertiary qualification in a relevant field such as Aboriginal cultural values, heritage, anthropology or project or construction management

### Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** selection criteria for this position.

**Information on whether appointment to this position is subject to provision of proof of COVID-19 vaccination, a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.**



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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>COVID-19 Vaccination</b> An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	511112		

## 7. Certification

The details contained in this document are an accurate reflection of position.

Director	Executive Director
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 5/09/23	<b>Date:</b> 6 September 2023