



JOB DESCRIPTION

POSITION DETAILS

TITLE:	Senior Heritage Officer
CLASSIFICATION:	Level 6
INDUSTRIAL AGREEMENT:	PSGOGA
POSITION NUMBER:	22431
DIVISION:	Operational Services, Heritage & Culture
LOCATION:	Perth
EFFECTIVE DATE:	December 2011

REPORTING RELATIONSHIPS:

This position reports to: 15908 Manager L7 Heritage

Direct Reports to **This Position:** 0

ROLE AND RESPONSIBILITIES:

The Purpose or prime function of this position is:

Assesses government approval applications, proposals and other applications and provides advice on the requirements of the Aboriginal Heritage Act 1972, relevant policy and standards.

Key activities include:

ADMINISTRATION OF THE ABORIGINAL HERITAGE ACT

- Conducts and reports on assessment of government approval applications, proposals and other applications under the Aboriginal Heritage Act.
 - Provides expert analysis and policy advice to the Aboriginal Cultural Material Committee, the Minister and Department staff on matters relating to the Aboriginal Heritage Act.
 - Contributes to the development of policy and standards to ensure the effective administration of the Act.
 - Prepares Ministerial correspondence, replies to Parliamentary questions, briefing notes, speech notes and reports.
 - Provides advice to staff and external persons on the requirements of the Aboriginal Heritage Act and the process of heritage assessment in relation to land use planning.
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- Evaluates reports prepared in support of land use proposals to ensure reporting standards are met and appropriate consultations have taken place and Aboriginal community views are accurately recorded.
- Evaluates internal and external reports on the anthropological and archaeological significance of heritage sites.
- Prepares appropriate documentation for and as a consequence of ACMC recommendations, including advice to external clients and stakeholders.

LIAISON

- Contributes to the development of strategic partnerships with other agencies to increase the level of understanding of the requirements of the Aboriginal Heritage Act.
- Represents the Department on working parties, committees and at meetings conferences and similar forums.
- Develops project briefs and manage projects.
- Contributes to training of community members, DIA staff and other stakeholders.
- Undertakes other duties as directed.

JOB RELATED REQUIREMENTS:

The overall experience, skills and capability requirements within the context of the position:

Through your CV and Cover Letter we will be looking for:

(Please note, not in order of priority).

- Demonstrated experience in effectively and sensitively communicating with Indigenous Australians.
- Well developed conceptual, analytical, problems solving and research skills.
- Knowledge of requirements of the Aboriginal Heritage Act 1972 and processes relating the administration of the Act and related legislation.
- Knowledge of and/or experience in current issues and trends in Indigenous affairs with an emphasis on Indigenous culture and contemporary practices in heritage management.
- Communication skills: including high level oral, written, presentation and report writing.
- Demonstrated experience in working both independently and in a team environment.

Desirable

- Indigenous Australian (Yes or No)
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Special Equipment/Requirements:

Nil

Substantive Equality

The Department of Indigenous Affairs is committed to ensuring that Indigenous Western Australians live long, healthy and fulfilling lives. The Department recognises and values Indigenous Land, Heritage and Culture and supports Indigenous people in their needs and aspirations to share equally in the benefits of Western Australian society and economy.

Registered

Human Resources Officer: **D. Baron**

Date: **December 2011**
