



## POSITION DESCRIPTION

JOB TITLE:	RAP Technical Specialist
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time, with opportunities for extension
SALARY:	An attractive salary will be negotiated in line with experience
REPORTS TO:	GM Cultural Landscapes

## THE ORGANISATION

Eastern Maar Aboriginal Corporation (EMAC) was determined by the Federal Court as a Registered Native Title Body Corporate (RNTBC) under the Native Title Act 1993 (*Cth*) in 2011, holding native title for an area of land shared with the Gunditjmara people in what is now known as South West Victoria.

In 2012, the Eastern Maar filed a native title claim over the remaining portion of their traditional land and waters. EMAC has been accorded Registered Aboriginal Party (RAP) status (under Victorian Aboriginal heritage legislation) for the shared native title area and the area covered by the 2012 native title claim in February 2020.

The Corporation is governed by a Board of Directors, each representing a family group of the Eastern Maar People. Its role is to protect and advance the aspirations of Eastern Maar citizens by managing their native title and cultural heritage rights and interests and implementing aspects of the Eastern Maar Settlement Agreements to be negotiated with the State of Victoria under the *Traditional Owner Settlement Act 2010*. EMAC is also responsible for providing high quality policy advice, leadership in developing key initiatives, and strengthening the capacity and independence of Eastern Maar citizens.

## PURPOSE OF THIS POSITION

The RAP Technical Specialist is an important member of the Cultural Landscapes Team. The position will lead the assessment of all Cultural Heritage Management Plans (CMPs), Preliminary Aboriginal Heritage Tests (PAHTs), Aboriginal Cultural Heritage Land Management Agreements (ACHLMAs), Cultural Heritage Permits (CHPs), Aboriginal Heritage Protection Declarations (AHPDs) and Cultural Heritage Agreements (CHAs) to ensure compliance with the Victorian Aboriginal Heritage Act, regulations and prescribed standards, as well as the preparation of documentation for approvals and refusals of CHMPs including documentation for the purposes of reporting. The role will be supported and guided by the GM Cultural Landscapes in progressing Eastern Maar standards that reflect the importance of cultural heritage within a cultural landscapes' context.

## KEY ROLES AND RESPONSIBILITIES

### Cultural Heritage Management and technical support

- Evaluate CHMP's to ensure compliance against the Aboriginal Heritage Act 2006.
- Evaluate CHP applications, prepare documentation to support executive decision making and prepare cultural heritage permit documents within statutory timeframes and standards.
- Provide advice and direction on the development of ACHLMAs and CHAs.
- Provide authoritative, strategic and timely advice to executive team on Aboriginal cultural heritage matters including the preparation of reports and briefs.
- Develop and assist with developing policies and procedures for managing EMAC RAP functions in accordance with the Aboriginal Heritage Act 2006 and best practice in cultural heritage management.



- Provide advice on the curation, custody, and repatriation of Aboriginal cultural heritage material for the EMAC RAP area.
- Assist EMAC in the pursuit of on-going protection declarations for significant Aboriginal places within the EMAC RAP area.
- Map out Cultural Heritage assessment areas including JSA's, onsite inspections; recording and registering Aboriginal places on the Victorian Aboriginal Heritage Register.
- Support the development and implementation of the EMAC Cultural Landscape Strategy.
- Assist in the development and delivery of Cultural Awareness training and Cultural Inductions to EMAC clients
- Assist in the development of and lead in the overseeing of repatriated collections and/or items for cataloguing, safe storage and preservation.

### **Stakeholder Management**

- Provide leadership to archaeological peers in relationship building and understanding of EMAC policy and procedures and promoting EMAC values and objectives.
- Provide strong, consistent, and supportive RAP management advice to the EMAC Executive Team, Cultural Landscapes Team, additional EMAC staff and community members were required and directed.
- Work closely with other members of the Eastern Maar Cultural Landscapes Team including Cultural Heritage Manager and Field Officer Representatives to achieve desired outcomes and strong working relationships.
- Attend inception meetings with Cultural Heritage Advisers, alongside the EMAC Cultural Heritage Manager, in relation to Cultural Heritage Management Plans and field work.

### **Coaching and training**

- Identify and develop capacity building opportunities for Eastern Maar citizens and staff including mentoring and training to broaden the skill base of the Eastern Maar community on cultural heritage.

### **General**

- Provide statistical and management reports to meet organisational and statutory requirements.
- Be aware and adhere to The Privacy Act, OH & S Legislation and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.
- Ensure compliance with legal and contractual requirements of the corporation and Aboriginal Heritage Act 2006
- Be aware and participate in staff performance reviews.
- The incumbent requires the ability to travel regularly for work related purposes. A current Victorian driver's licence is essential.



## KEY SELECTION CRITERIA

### ESSENTIAL

- Qualified Heritage Advisor as defined by the Aboriginal Heritage Act.
- Tertiary qualification in either Archaeology (preferred), Anthropology or related field.
- Experience in developing and/or evaluating cultural heritage management plans and cultural heritage permits, preparation of clear accurate and professional documentation to support executive decision making.
- Experience in the registration of Aboriginal places on the Victorian Aboriginal Heritage Register.
- Ability to use Geographical Information Systems and Global Positioning System technology.
- Proven planning, problem solving and analytical skills with the ability to work through issues with moderate complexity and guide and/or coach others in the resolution of problems.
- Demonstrated communication and interpersonal skills to engage with, influence and build and maintain relationships with stakeholders.
- A current Victorian driver's licence is essential.

### DESIRABLE

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Knowledge of Eastern Maar people, Country, culture, values, aspirations and customs and experience working with the Eastern Maar people, community and key organisations and stakeholder groups
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations.
- Tertiary qualification at Honors level in either Archaeology (preferred), Anthropology or related field.

## HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to [john.clarke@easternmaar.com.au](mailto:john.clarke@easternmaar.com.au).

**Closing date for applications: COB 1 September 2020**

If you have any queries about the role, please email [john.clarke@easternmaar.com.au](mailto:john.clarke@easternmaar.com.au) or call on 0429 598 481

Appointment of the successful applicant will be made subject to a satisfactory national police history check.

*Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.*