



POSITION DESCRIPTION

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| JOB TITLE: | RAP Technical Coordinator |
| LOCATION: | Warrnambool, Victoria |
| TERM: | 1.0 FTE 2-year full time |
| SALARY: | \$75,000 – \$80,000 |
| REPORTS TO: | General Manager of Biocultural Landscapes |

THE ORGANISATION

Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) as an “Agent Prescribed Body Corporate” and registered and governed as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC, was agreed and established by the Eastern Maar Native Title Holders in 2011 and is the rightful vehicle for representing the collective group in the advancement and management of their native title rights and interests, cultural heritage protection notably through Victorian Registered Aboriginal Party regime, providing high quality policy advice, leadership in developing key initiatives in line with inherent rights, aspirations and assertions of the EMAC citizenry and strengthening the cultural and economic capacity and independence of Eastern Maar citizens by actively pursuing and implementing their economic and social aspirations

PURPOSE OF THIS POSITION

The RAP Technical Coordinator has two functions:

The first function is to work with the RAP Technical Specialist. The position will assist in the evaluation of Cultural Heritage Management Plans (CHMPs) and Cultural Heritage Permits (CHPs) to ensure compliance with the *Victorian Aboriginal Heritage Act 2006 and Regulations 2018*. The role will be supported and guided by the General Manager of Bio-Cultural Landscapes in progressing standards that reflect the importance of cultural heritage within a bio-cultural landscapes’ context.

The second function is to work alongside the Department of Environment Land Water and Planning (DELWP’s) Heritage Specialist on the protection and management of Aboriginal cultural heritage places, objects, and values relative to DELWP projects including bushfire and fuel management. This will include providing advice to DELWP regarding the protection of Aboriginal cultural heritage, to assist in the delivery of DELWP land management activities, DELWPs Cultural Heritage Management Plans, Cultural Heritage Permits and initiating ACHLMAs for mutually agreed activities.



KEY ROLES AND RESPONSIBILITIES

- Support the delivery of professional advice on the protection and management of Aboriginal cultural heritage places, objects, and values.
- Provide advice regarding the protection and management of Aboriginal cultural heritage to assist the delivery of DELWP land management activities and works on public land. This includes but is not limited to advice on Cultural Heritage Management Plans, Cultural Heritage Permits, and ACHLMAs.
- Identify emerging complex or highly sensitive issues, risks and trends impacting on the successful achievement of objectives and priorities and develop innovative solutions and options for DELWP and EMAC.
- Actively contribute to and support a positive, open, delivery focussed culture that values and supports people, and is based on collaboration, accountability, and trust.
- Evaluate EMAC CHMP's to ensure compliance against the *Victorian Aboriginal Heritage Act 2006*.
- Evaluate EMAC CHP applications, prepare documentation to support executive decision making and prepare cultural heritage permit documents within statutory timeframes and standards.
- Work closely with other members of the EMAC and DELWP staff as required.
- Attend EMAC and DEWLP meetings as required.

GENERAL

- 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 of the EMAC Meerreengeeye Ngakeepoorryeeyt country plan and DEWLP Values.
- Be aware and participate in staff performance reviews.
- Attend all EMAC and DEWLP mandatory training as required.
- Performing other duties as directed from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

- Qualified Heritage Advisor as defined by the Victorian Aboriginal Heritage Act 2006.
- An appropriate qualification or demonstrated practical experience in Cultural Heritage Management and Archaeology.
- Appropriate Geographical Information system (GIS) skills or ability to acquire these.
- Knowledge of, and experience in the identification, protection, and management of Aboriginal and cultural heritage places, objects, and values.
- 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.
- Maintains a communication style that is honest, transparent, collaborative, supportive, and accountable.
- Demonstrable experience in producing concise, coherent and high quality written documents
- A current Victorian driver's licence is essential.

DESIRABLE

- 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.
- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Ability to clearly define tasks and prioritise accordingly.
- Implements strategies to build support from key internal and external clients and stakeholders.

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.

Closing date for applications: COB 7 September 2021

If you have any queries about the role, please email john.clarke@easternmaar.com.au.

Appointment of the successful applicant will be made subject to satisfactory national police history check and working with children check.

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