

POSITION DESCRIPTION

JOB TITLE:	RAP Technical Specialist
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE Full-time - 24 months, fixed term
SALARY:	\$80,000 - \$90,000 per annum + SGC
REPORTS TO:	Cultural Heritage Manager

THE ORGANISATION

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

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmara Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalk; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmara, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kuurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar peoples.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing Cultural Heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.

PURPOSE OF THIS POSITION

The RAP Technical Specialist at Eastern Maar Aboriginal Corporation (EMAC) plays a crucial role in managing and preserving the cultural heritage of Eastern Maar. The position involves working closely with Traditional Owners, stakeholders, heritage advisors, and government agencies to ensure the protection and promotion of Eastern Maar cultural heritage. The RAP Technical Specialist will contribute to the implementation of the Eastern Maar Biocultural Landscapes strategy, provide expert advice, and support EMAC in its role as the Registered Aboriginal Party (RAP) for Eastern Maar Country.



KEY ROLES AND RESPONSIBILITIES

KEY DUTIES OF THE POSITION INCLUDE:

- Evaluate CHMP's to ensure compliance with 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.
- Map out Cultural Heritage assessment areas, and conduct related activities, such as onsite inspections, recording and registering Aboriginal places on the Victorian Aboriginal Heritage Register.
- Provide authoritative, strategic, and timely advice to the 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 practices in cultural heritage management.
- Provide advice on the curation, custody, and repatriation of Aboriginal cultural heritage material for the EMAC RAP area.
- Support the development and implementation of the EMAC Biocultural Landscape Strategy
- Assist in the development of and lead in the overseeing of repatriated collections and/or items for cataloguing, safe storage, and preservation.

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 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.
- Be aware and participate in staff performance reviews.

KEY SELECTION CRITERIA

Essential Criteria

- Qualified Heritage Advisor as defined by the Aboriginal Heritage Act.
- Tertiary qualification in either Archaeology (preferred), Anthropology or a related field.
- Experience in the registration of Aboriginal places on the Victorian Aboriginal Heritage Register.
- Ability to use Geographical Information Systems and Global Positioning System technology.
- 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.
- 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 license is essential.

Desirable Criteria (Value Added)

- Knowledge of Eastern Maar people, Country, culture, values, 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.



OTHER POSITION REQUIREMENTS

Offers of employment can only be made once all required probity checks have been completed. These include:

- Reference checks.
- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear Police Check must be conducted within the last three months.
- The incumbent requires the ability to travel regularly for work-related purposes. A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.
- *A request to conduct probity checks does not guarantee that an offer of employment will be made.*

WHY JOIN EASTERN MAAR ABORIGINAL CORPORATION

What sets us apart...

- Flexible hybrid working arrangements available.
- Salary Packaging benefits
- Paid Christmas break in addition to 4 weeks annual leave
- Employee Assistance Program
- A friendly and supportive culture
- Professional Development Opportunities

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 Bansri Dave, bansri.dave@easternmaar.com.au

Closing date for applications: COB Friday 23 August 2024

“We will begin conducting interviews as soon as applications for the position are received.”

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

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.