



POSITION DESCRIPTION

JOB TITLE:	Compliance officer
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE, full time - 24 months , with opportunities for extension
SALARY:	\$85,000 - \$95,000 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 Gunditjmarra 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, Gunditjmarra, 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

Reporting to the Cultural Heritage Manager, the Compliance Officer's responsibilities will include; but not be restricted to managing EMAC's compliance obligations to protect Aboriginal Cultural Heritage reporting to the Cultural Heritage Manager, the Compliance Officer will be responsible for managing EMAC's compliance obligations to protect Aboriginal Cultural Heritage in accordance with the *Victorian Aboriginal Heritage Act 2006*. This role will ensure that EMAC stakeholders adhere to the conditions outlined in Cultural Heritage Management Plans (CHMPs), Aboriginal Cultural Heritage Land Management Agreements, Cultural Heritage Permits, and other processes established by agreement.

Key responsibilities include providing logistical, communication, administrative, data management, and record-keeping support to the Cultural Heritage Branch. The Compliance Officer will play a vital role in ensuring that



CHMP assessments, heritage surveys, and on-Country works are conducted in compliance with legislative requirements.

KEY ROLES AND RESPONSIBILITIES

KEY DUTIES OF THE POSITION INCLUDE:

- Ensure adherence to the *Victorian Aboriginal Heritage Act 2006*, including compliance with Cultural Heritage Management Plans (CHMPs), Cultural Heritage Permits, Aboriginal Cultural Heritage Land Management Agreements, and other agreements.
- Issue and deliver 24-hour stop orders and improvement notices as required.
- Lead or assist in investigations of suspected offences against the Act.
- Provide oversight and support for the curation, custody, and repatriation of Aboriginal cultural heritage materials.
- Prepare reports on compliance activities and outcomes for First Peoples - State Relations and EMAC managers.
- Attend meetings with Heritage Advisors and other stakeholders at the direction of the Cultural Heritage Manager.
- Report on activities and outcomes to the First Peoples - State Relations, as required by the Act.
- Develop and implement policies and processes to enhance the efficiency of the EMAC Cultural Heritage Branch in line with legislative requirements and best practices.
- Analyse, collect and provide accurate reports, key metrics, and insights to inform decision-making and meet reporting deadlines.
- Participate in training sessions and ensure ongoing professional development in cultural heritage management.
 - Contribute to the development and delivery of cultural heritage training for EMAC staff, and other parties.

KEY SELECTION CRITERIA

Essential Criteria

- Demonstrated understanding of the Aboriginal Heritage Act 2006
- Experience working with Aboriginal Cultural Heritage
- Related academic courses – such as Certificate IV in Aboriginal Cultural Heritage Management
- 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.
- Demonstrated understanding of the Aboriginal Heritage Act 2006.
- Demonstrated understanding of enforcement techniques and practices.

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.*

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- 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 **Ms. Bansri Dave**, bansri.dave@easternmaar.com.au

Closing date for applications: COB Sunday 09 February 2025, until 11:59 PM.

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.