



POSITION DESCRIPTION

JOB TITLE:	Cultural Heritage Renewable Energy Coordinator
LOCATION:	Warrnambool, Victoria
TERM:	0.8 FTE, part-time, until 30 June 2026
SALARY:	\$90,000 - \$100,000 per annum (pro-rata to part-time)
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 recognised 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 Cultural Heritage Renewable Energy Coordinator plays a pivotal role in advancing Eastern Maar's cultural heritage goals by overseeing major cultural heritage projects. This position ensures that Eastern Maar cultural values, knowledge systems, and heritage preservation priorities are embedded throughout all stages of project development and implementation. The role serves as the primary liaison between Eastern Maar and the renewable energy sector, focusing on the consultation, preparation and implementation phases of Cultural Heritage Management Plans that address both tangible and intangible heritage. The position is also responsible for managing Aboriginal Cultural Heritage Land Management Agreements, developing conditions that align with Eastern Maar Biocultural values and objectives. Additionally, the role leads the coordination of major repatriation initiatives, working closely with Eastern Maar citizens and the Cultural Heritage Repatriations Working Group to appropriately return and honour ancestral heritage. As a key member of the Cultural Heritage Team within the Biocultural Landscapes subdivision, this position reports to the Cultural Heritage Manager and

is dedicated to protecting and celebrating Eastern Maar's unique cultural heritage through a values-driven and community-centred approach.

KEY ROLES AND RESPONSIBILITIES

KEY DUTIES OF THE POSITION INCLUDE:

- Act as the primary point of contact between Eastern Maar and the renewable energy sector, ensuring the integration of Eastern Maar cultural values and priorities in major cultural heritage projects.
- Evaluate renewable energy sector Cultural Heritage Management Plans (CHMPs) that address both tangible and intangible heritage.
- Consult with Eastern Maar Citizens in relation to renewable energy sector CHMPs.
- Manage the preparation of Aboriginal Cultural Heritage Land Management Agreements (ACHLMAs), including the development of conditions that align with Eastern Maar Biocultural values.
- Coordinate and lead major repatriation projects, working closely with Eastern Maar citizens and the Cultural Heritage Repatriations Working Group to ensure respectful and culturally appropriate outcomes.
- Attend and actively participate in project and stakeholder meetings, representing Eastern Maar's cultural heritage interests and ensuring clear communication between parties.
- Facilitate consultations with Eastern Maar citizens and other stakeholders to incorporate community perspectives and knowledge into heritage projects.
- Prepare detailed and accurate reports, including project updates, consultation outcomes, and compliance documentation, as required.
- Collaborate with the Cultural Heritage Team within the Biocultural Landscapes subdivision to align activities with broader organizational goals.
- Ensure compliance with relevant legislation and policy frameworks while advocating for innovative approaches that reflect Eastern Maar's unique heritage and values.

GENERAL

- Be aware of and adhere to the Privacy Act, OH & S Legislation, and other relevant legislation.
- 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

- Tertiary qualifications in archaeology, anthropology, cultural heritage management, or a related field.
- A minimum of five years of experience in cultural heritage management, with a focus on Indigenous heritage, including both tangible and intangible aspects.
- Proven experience in developing and implementing Cultural Heritage Management Plans (CHMPs) and managing large-scale projects, particularly within the renewable energy sector.
- Demonstrated experience with Aboriginal Cultural Heritage Land Management Agreements (ACHLMAs), including drafting and negotiating conditions that align with community values.
- Practical experience coordinating and delivering repatriation projects, including collaboration with Indigenous communities and stakeholders.
- Experience working collaboratively and respectfully with Aboriginal communities, ensuring cultural protocols are upheld in all engagements.
- Excellent project management skills, with a proven ability to coordinate complex projects, meet deadlines, and deliver culturally sensitive outcomes.
- Excellent written and verbal communication skills, including experience in preparing detailed reports, briefings, and project documentation.
- Demonstrated ability to build and maintain effective relationships with diverse stakeholders, including Aboriginal communities, government agencies, and industry partners.



- Comprehensive knowledge of the Victorian Aboriginal Heritage act 2006, and Victorian Aboriginal Heritage Regulations 2018.
- Familiarity with renewable energy sector projects and their intersection with cultural heritage requirements.
- 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 of 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 Wednesday 12 February 2025, until 11:59 PM

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.