



RAP Technical Specialist

Position Description

Reports to Cultural Heritage Manager	Location Warrnambool, VIC	Salary Band 4 + Super	Direct Reports 0	Employment Type 1.0 FTE, 24 months	Identification <i>NOT a Designated Aboriginal or Torres Strait Islander appointment</i>
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Overview of Eastern Maar Aboriginal Corporation

The *Native Title Act 1993 (Cth) (NTA)* requires that, following a native title determination, native title holders establish a *Prescribed Body Corporate (PBC)* to manage and protect their rights and interests. These corporations must incorporate under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)* and register with the *National Native Title Tribunal (NNTT)*. Once registered, they become a *Registered Native Title Body Corporate (RNTBC)*.

Eastern Maar Aboriginal Corporation (EMAC) was established in 2011 as an agent PBC following a positive consent determination by the Federal Court, covering an area known as PART B—from Deen Maar (Lady Julia Percy Island) to Dunkeld—shared with the Western Gunditjmara People, represented by Gunditj Mirring Traditional Owners Aboriginal Corporation.

In 2023, a second determination expanded EMAC’s jurisdiction from Yambuk to Aireys Inlet, reaching Middle Creek and Ararat, and looping south to Dunkeld.

EMAC is a formally recognised Registered Aboriginal Party (RAP), with responsibilities for protecting and managing cultural heritage across a broader area extending to Winchelsea and Landsborough.

As the representative body for Eastern Maar citizens, EMAC leads the advancement of native title rights and interests, cultural heritage protection, high-quality policy advice, and initiatives aligned with the inherent rights, aspirations, and independence of its people.

Purpose of the Position

The RAP Technical Specialist is an important member of the Biocultural 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 Biocultural Landscapes in progressing Eastern Maar standards that reflect the importance of cultural heritage within a cultural landscape’s context.

Key Roles and Responsibilities

Key duties include:

- Participate in the development of and the valuation of Cultural Heritage Management Plans (CHMP’s) and statutory authorisations issued by EMAC as a RAP 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.

- Work closely with other members of the Eastern Maar Biocultural Landscapes Team, including Cultural Heritage Manager, On Country Operations Manager and the On Country Guardians Team to achieve desired outcomes and strong working relationships.
- Provide authoritative, strategic, and timely advice to the executive team on Aboriginal cultural heritage matters, including the preparation of reports and briefs.
- Provide advice on the curation, custody, and repatriation of Aboriginal cultural heritage material for the EMAC RAP area.
- Assist in the development of and lead in the oversight of repatriated collections and/or items for cataloguing, safe storage, and preservation.

General

- Provide regular updates on opportunities, challenges and issues
- Be aware and adhere to The Privacy Act 1988, 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.

Key Selection Criteria – Essential

Essential Criteria

- Qualified Heritage Advisor as defined by the Aboriginal Heritage Act 2006.
- 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.
- Ability to communicate respectfully, sensitively and effectively with Eastern Maar Citizens and all Aboriginal and/or Torres Strait Islander peoples.
- Excellent interpersonal and communication skills with demonstrated experience of working collaboratively and influencing across multiple stakeholder groups.
- Sound project management skills with the ability to take initiative and manage issues.
- Strong problem-solving skills.
- Verbal and written communication skills, and the ability to communicate ideas using a wide range of tools.
- Proficiency in the use of computer and telecommunications technology.



Key Selection Criteria - Desirable

- Strong understanding of the importance of Country to Traditional Owners, recognising the Eastern Maar Peoples as the Traditional Owners of the south-west region of Victoria.
- Commitment to and appreciation of Eastern Maar culture, values, perspectives, and heritage, including the impacts of colonisation and the importance of cultural continuity.
- Demonstrated understanding of and commitment to Aboriginal self-determination, supporting the aspirations of the Eastern Maar community.

Other position requirements

- Holder of a Working with Children Check
- Holder of a Current Victorian Driver's Licence.
- Undertaken a National Police Check for Employment Purposes within the last 3 months

Note: A request to conduct probity checks does not guarantee an offer of employment.

Working with EMAC – Our offer to you

At EMAC, we are committed to fostering a supportive, culturally safe, and empowering work environment. When you join our team, you'll enjoy:

- Flexible hybrid working arrangements available
- Salary packaging benefits in accordance with the ATO-approved rates for Public Benevolent Institutions. Currently up to \$15,900, plus Meal and Entertainment benefits up to \$2,650 per year.
- 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, send your resume and a cover letter addressing the Key Selection Criteria to Ms Bansri Dave, HR Officer at bansri.dave@easternmaar.com.au

Closing Date

Sunday, 12 April 2026 at 11:59 PM.