



Compliance Officer

Position Description

Reports to Cultural Heritage Manager	Location Warrnambool, VIC	Salary Band 4	Direct Reports 0	Employment Type 1.0 FTE, to 30 June 2028	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 purpose of the position is to oversee EMAC’s legal obligation to protect Aboriginal Cultural Heritage in accordance with the *Aboriginal Heritage Act 2006 (Vic)*.

Key Roles and Responsibilities

Key duties include:

- Conduct on-ground inspections at sites with Cultural Heritage Management Plans, Cultural Heritage Permits and other legal agreements to ensure conditions are understood and upheld.
- Maintain internal databases and systems to accurately track inspection outcomes. Collect evidence to assist First Peoples- State Relations (FPSR) to investigate matters of non-compliance with the *Aboriginal Heritage Act 2006 (Vic)* and support FPSR when required.
- Management of EMAC’S compliance email inbox.
- Provide oversight and support for the curation, custody, and repatriation of Aboriginal cultural heritage materials.
- Prepare reports on compliance activities 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.

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

The key selection criteria specified below outline the capabilities required for the position.

- A high standard of personal and professional integrity
- Demonstrated understanding of the Aboriginal Heritage Act (2006)
- Experience working with Aboriginal Cultural Heritage
- Relevant qualifications such as Certificate IV in Aboriginal Cultural Heritage Management or Certificate IV in Government Investigations.
- Proficiency in the use of computer and telecommunications technology.
- Proven project management, 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, build and maintain relationships with stakeholders
- Ability to communicate respectfully, sensitively and effectively with Eastern Maar Citizens and all Aboriginal and/or Torres Strait Islander peoples.

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, 10 May 2026 at 11:59 PM.