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|--------------------------|--------------|-------------------------|------------------------|
| <b>Role Title:</b>       | Site Monitor | <b>Reports to:</b>      | Site Officer Crew Lead |
| <b>Primary Location:</b> | Forestec     | <b>Employment Type:</b> | Casual                 |
| <b>Hours:</b>            | Casual       | <b>People Leader:</b>   | No                     |
| <b>Line of Business:</b> | On Country   | <b>Job Level:</b>       | Individual Contributor |

GLaWAC considers that being of Gunaikurnai heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)

**Role Purpose:** The Site Monitor is responsible for supporting the legislative and cultural requirements of GLaWAC RAP function for the collection of aboriginal cultural heritage through field work to survey, excavate, and identify cultural artefacts, objects, skeletal remains, sites and areas of significance under the stewardship of the Assessment Technical Specialist and Cultural Heritage Crew Officers. The Site Monitors are also responsible for working collaboratively with the Gunaikurnai people to collect intangible cultural heritage.

#### Role Accountabilities

|                                      |  |
|--------------------------------------|--|
| <b>Site exploration</b>              | <ul style="list-style-type: none"> <li>• Ensure all cultural heritage activities comply with legal and contractual requirements of the corporation and Aboriginal Heritage Act 2006 and GLaWAC's policies and procedures</li> <li>• Attend and conduct approved site monitoring functions including surveying, excavation, and identification of cultural artefacts objects, skeletal remains, sites and areas of significance</li> <li>• Complete survey work linked to FOPs</li> <li>• Actively participate in recording and registering Aboriginal places on the Victorian Aboriginal Heritage Register and other data entry requirements</li> <li>• Support the development of cultural mapping</li> </ul> |
| <b>Foster Cultural Understanding</b> | <ul style="list-style-type: none"> <li>• Support community involvement in cultural heritage assessments led by the RAP Manager</li> <li>• Provide cultural advice, knowledge and values to On Country team, agencies and contractors to ensure experience and skills are exchanged around best land management practices</li> </ul>  |
| <b>OH&amp;S</b>                      | <ul style="list-style-type: none"> <li>• Undertake all work and use of plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy.</li> </ul>  |
| <b>Other</b>                         | <ul style="list-style-type: none"> <li>• Keep up to date with required training as per Aboriginal Heritage Act</li> <li>• Other duties as required</li> </ul>  |

#### Specific Role Competencies

|                  |   |
|------------------|---|
| <b>Essential</b> | <ul style="list-style-type: none"> <li>• GLaWAC considers that being of Gunaikurnai Heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.).</li> <li>• Experience in Aboriginal cultural heritage field work</li> <li>• Computer literacy</li> <li>• Good communication and interpersonal skills</li> </ul>  |
| <b>Desirable</b> | <ul style="list-style-type: none"> <li>• Certificate IV Aboriginal Cultural Heritage Management</li> <li>• Has Foundational GIS equipment and mapping software skills</li> <li>• Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups</li> <li>• Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</li> </ul> |



### Core Leadership Capabilities

| CAPABILITY  | BEHAVIOUR   |
|---|---|
| <b>Business Acumen</b>                            | <ul style="list-style-type: none"> <li>• Has a strong understanding of the business</li> <li>• Understands what GLaWAC does and how this applies to their role</li> </ul>   |
| <b>Strategic Leadership</b>                       | <ul style="list-style-type: none"> <li>• Understands the key business goals of GLaWAC and how they contribute to it in their role</li> </ul>  |
| <b>Collaboration &amp; Stakeholder Management</b> | <ul style="list-style-type: none"> <li>• Builds and maintains strong relationships across the business and with partners</li> <li>• Works collaboratively with peers and other teams</li> </ul>   |
| <b>Communication</b>                              | <ul style="list-style-type: none"> <li>• Tailors written and verbal communication to different audiences</li> <li>• Demonstrates active listening skills</li> <li>• Seeks clarification to build understanding of the other person's needs</li> <li>• Is able to express thoughts and articulate their ideas in a clear and concise manner (appropriate to the needs of the audience)</li> <li>• Effectively manages conflicts</li> </ul> |
| <b>Delivery Focus</b>                             | <ul style="list-style-type: none"> <li>• Always does what they say they will</li> <li>• Meets required deadlines with high quality output</li> <li>• Prioritises workload to achieve results and has the courage to ask for help if needed</li> <li>• Demonstrates the resilience to keep moving forward when faced with business challenges</li> </ul>   |
| <b>Manages Self</b>                               | <ul style="list-style-type: none"> <li>• Is self-aware; knows personal strengths, weaknesses, opportunities and limits</li> <li>• Is cool under pressure, does not become defensive</li> <li>• Is open to and seeks feedback</li> <li>• Learns from mistakes</li> </ul>   |

### Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement)
- Current Victorian Manual Driver's Licence.
- Police Check

### Other role requirements

- Remote travel may be required

### Key Relationships

#### Internal

- Assessment Tech Specialist
- Cultural Heritage Officer
- GM, On Country
- RAP Manager

#### External *sample only*

- Aboriginal Victoria
- Gunaikurnai community
- Catchment Authorities
- Strategic Partners & Government Bodies
- Councils