

# RAP Assessment Technical Specialist



## Position Description

<b>Reporting</b> RAP Manager	<b>Location</b> WFH/Kalimna	<b>Hours</b> Part Time	<b>Contract</b> Fixed Term	<b>Reports</b> No	<b>Job Level</b> Tech Specialist
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## Role Purpose

The Assessment Technical Specialist is responsible for guiding and advising GLaWAC leaders on matters of policy and procedure associated with cultural heritage management to ensure compliance with the Aboriginal Heritage Act 2006 statutory requirements.

They have a key strategic focus on protecting and conserving Gunaikurnai cultural heritage. The Assessment Technical Specialist is accountable for Evaluating CHMP's (Cultural Heritage Management Plans) against prescribed standards and the preparation of documentation for approval / refusal of CHMPs under the Aboriginal Heritage Act 2006. The role also oversees the curation, custody, and repatriation of Aboriginal cultural heritage material for the Gunaikurnai RAP area, and provides advice/participates in other strategic cultural heritage projects.

## The Role

### **Cultural Heritage Management and technical support**

- Evaluate CHMP's to ensure compliance against the Aboriginal Heritage Act 2006.
- Evaluate Cultural Heritage Permit (CHP) applications, prepare documentation to support executive decision making and prepare cultural heritage permit documents within statutory timeframes and standards.
- Provide advice and direction on the development of Aboriginal Cultural Heritage Land Management Agreements (ACHLMAs) and Cultural Heritage Agreements (CHAs).
- Provide authoritative, strategic and timely advice to executive team on complex Aboriginal cultural heritage issues including the preparation of reports and briefs.
- Develop policy and procedures for managing GLaWAC RAP functions in accordance with the Aboriginal Heritage Act 2006 and best practice in cultural heritage management.
- Manage the curation, custody, and repatriation of Aboriginal cultural heritage material for the Gunaikurnai RAP area.
- Assist GLaWAC in the pursuit of on-going protection declarations for significant Aboriginal places within the GLaWAC RAP area.
- Map out of Cultural Heritage assessment areas including JSA's, onsite inspections; recording and registering Aboriginal places on the Victorian Aboriginal Heritage Register (VAHR).
- Support the delivery of agreed District Action Plans (DAPs) and Fire Operations Plans (FOPS) with Department of Energy, Environment and Climate Action (DEECA) in accordance with terms of MOU and in compliance with the Aboriginal Heritage Act 2006.
- Delivery of Cultural Awareness training and Cultural Inductions to GLaWAC clients.
- Oversee collection of field data incorporating cultural and/or natural values.
- Develop and implement policies and procedures in conjunction with the Executive Director, Country Operations, to ensure compliance with statutory requirements.
- Supports research partnerships and other cultural heritage projects.

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### The Role

#### **Foster Cultural Understanding and Awareness**

- Establish partnerships with people across business areas, functions and external organisations which develop a strong cultural presence that supports the aspirations of Gunaikurnai people.

#### **Stakeholder Management**

- Act as a mentor and provide strong, supportive management to GLaWAC On Country staff and contractors.
- Work closely with Heritage Officers, Site Monitors, Cultural Rangers, NRM Crew and Cultural Heritage Advisers to achieve desired outcomes and strong working relationships.
- Attend inception meetings with Cultural Heritage Advisers and Cultural Heritage Site Reps regarding CHMPs and field work

#### **Coaching and training**

- Develop and support coaching and training to enhance the capability of the RAP team in relation to matters of cultural heritage.

#### **OH&S**

- Ensure compliance with legal and contractual requirements of the corporation and the Aboriginal Heritage Act 2006.
- Undertake all work and use all plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy.

### Essential Skills/Experience

- Qualified Heritage Advisor under the Aboriginal Heritage Act.
- Tertiary qualification at honors level in either Archaeology, Anthropology or related field.
- Experience in evaluating CHMPs and CHPs, preparation of documentation to support executive decision making.
- Experience in the registration of Aboriginal places on the VAHR.
- Ability to use Geographical Information Systems and Global Positioning System technology.
- Advanced skills in Microsoft Office suite.
- 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.
- Excellent attention to detail.
- Advanced literacy skills.

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### Desirable Skills

- Knowledge of risk management and an understanding of OH&S in the workplace.
- Knowledge of Gunaikurnai culture, values, aspirations and customs, and experience working with the Gunaikurnai 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, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

### Other Requirements

- Undertake all work in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy.
- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Role model the GLaWAC values and inspire the team to do the same.
- Requirement to undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement) Working With Children Check and/or Police Check.
- Other duties as required.

### Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example