Heritage Advisor/Archaeologist

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Heritage Advisor/Archaeologist

As the RAP for Wadawurrung country, WAC has responsibilities relating to the management of Aboriginal cultural heritage under the Act. These include evaluating Cultural Heritage Management Plans, evaluating applications for Cultural Heritage Permits, decisions about Cultural Heritage Agreements and advice or application for interim or ongoing Protection Declarations.

Wadawurrung are seeking the services of an experienced Archaeologist/Heritage Advisor to assist Wadawurrung in administering their role as RAP for Wathaurung/Wadawurrung Country. The position requires a person with a strong background in Aboriginal archaeology and an intimate working knowledge of the Victorian *Aboriginal Heritage Act 2006* and Regulations.

**Organisational relationships**

The Heritage Advisor/Archaeologist will work closely with a number of people including:

* Reporting to the Wadawurrung RAP Manager
* Regularly interacting with Wadawurrung Staff, Board and Members
* Government Departments
* Cultural Heritage Consultants
* Developers
* General Public

**Organisational Values**

Wadawurrung values outline the behaviours required by all employees when carrying out responsibilities. These values include:

* Manage and ensure the preservation of cultural heritage on Wathaurung/Wadawurrung Country;
* Be recognized as the central professional contact point for all cultural heritage management on Wathaurung/Wadawurrung Country;
* Build a sustainable business by generating income from RAP responsibilities and associated activities;
* Develop an appropriate management model for our RAP business, future activities and enterprises;
* Comply with the principals prescribed within the *Aboriginal Heritage Act 2006*

**Responsibilities**

* Contribute to the day to day administration and operation of the RAP in accordance with the *Aboriginal Heritage Act 2006*, including the evaluation of cultural heritage management plans and cultural heritage permits under the direction of the Wadawurrung RAP Manager.
* Provide high level technical advice regarding cultural heritage management issues and projects on Wadawurrung country to Wadawurrung staff and board.
* Make recommendations relating to cultural heritage management on Wadawurrung Country.
* Provide accurate, concise and timely advice to Wadawurrung management regarding cultural heritage management issues.
* Work with Wadawurrung to identify emerging issues, priorities and respond to needs.
* Assist in the coordination and/or delivery of programs to strengthen the capacity of Wadawurrung people to manage cultural heritage.
* Undertake due diligence assessments under the provisions of the Act.
* Undertake cultural heritage and compliance inspections under the provisions of the Act.

**Key Selection Criteria**

1. **Specialist Expertise**
* A relevant tertiary qualification in archaeology.
	+ A degree in archaeology, involving studies in Aboriginal archaeology, to at least Honours level; and
	+ Minimum of 2 years working experience within cultural heritage management in the state of Victoria.
* Demonstrated industry experience in Aboriginal cultural heritage management in Victoria including the supervision of fieldwork, drafting of Cultural Heritage Management Plans (CHMP's) and negotiation of agreed recommendations.
* Sound knowledge of Aboriginal cultural heritage management issues relevant to Wadawurrung land and waters, including Victorian legislative and policy directions, Aboriginal community aspirations, current challenges and opportunities; a demonstrated ability to communicate sensitively and effectively with Aboriginal people and with a broad range of other stakeholders and clients.

1. **Behavioural Capabilities**
* **Managing Relationships:** Working with Elders and staff of the Wadawurrung in building and maintaining positive, productive and mutually beneficial working relationships, internal and external to Wadawurrung; establishing networks across the region and the community to facilitate Wadawurrung objectives; identifying and balancing the unique needs of stakeholders to achieve mutually beneficial outcomes.
* **Planning and Organising:** Identifying and prioritising tasks; planning ahead and establishing courses of action; developing schedules to ensure that work is completed within deadlines; anticipating and adjusting for potential barriers and problems.
* **Written Communication:** Clearly and concisely presenting written information (reports, correspondence, emails, briefs, etc.) in such a way that ensures understanding and retention of the content.
* **Computer Skills**: Proficient in the use of Microsoft Outlook, Word, Excel, and ACHRIS. Skills in GIS and mapping will be highly regarded.
1. **Personal Qualities**
* **Initiative and Accountability:** Takes prompt action to accomplish objectives; take direction and takes action to achieve goals beyond what is required**,** self-motivated**,** takes responsibility for own work/actions.
* **Empathy:** Can understand and has knowledge of Aboriginal cultural matters such as relationship to country, understanding of Aboriginal cultural perspectives about heritage matters, cultural protocols etc. with the ability to apply these principles equally alongside scientific principles.

**Other Relevant Information**

* This position reports to the RAP Manager, Wadawurrung.
* The successful applicant will need to disclose any pre-existing illness or injury known that could reasonably be foreseen to be affected by the work duties described. Pursuant to s82(7) of the *Accident Compensation Act*, failure to disclose such a condition may mean that if employed the successful applicant will not be paid compensation for that condition.
* Some out of hours' work may be required that will involve evening or weekend work including overnight stays within Wadawurrung country and other locations in regional Victoria.
* A current manual driver's licence is essential.

Aboriginal or Torres Strait Islander peoples are encouraged to apply.

Applications complete with statements addressing the Key Selection Criteria and resume are to be submitted by 26th April 2017. Applications can be forwarded via email to admin@wathcorp.com.au or by post to 99 Mair Street East, Ballarat, Victoria 3350.

Please note that applications not addressing Key Selection Criteria or received later than 26th April may not be considered.

For further information or enquiries contact Katrina Thomas, RAP Manager, Wathaurung Aboriginal Corporation by phone (03) 4308 0420 or email katrina@wathcorp.com.au.