



Heritage Manager

Job Description

Reports to: RAP Director
Division: RAP, Biocultural Landscapes Division
Status: Full time
Direct Reports: Yes, Heritage Advisors and Heritage Advisor - Compliance
Location: Alexandra, with flexible arrangements available

TLaWC

Taungurung Land and Waters Council (TLaWC) is the voice of the Taungurung people – a people with a strong sense of shared identity, self-determining in the management of Country and culture. As a Registered Aboriginal Party, TLaWC upholds the interests of the Taungurung people with emphasis on economic, social and cultural well-being. TLaWC's focus is to preserve the past, protect the present and strengthen the future of the Taungurung Nation, which occupies a large part of Central Victoria.

Biocultural Landscapes

This role sits within the Biocultural Landscapes Department, a multidisciplinary team at TLaWC. Biocultural Landscapes is directed by Taungurung community cultural objectives and strategic priorities in the management of Country as articulated in the Cultural Land Management Strategy. Biocultural Landscapes is made up of four Units: Cultural Land Management (CLM), Biik Land Management (BLM), Registered Aboriginal Party (RAP) and Biocultural Knowledge Emergence (BKE).

The Registered Aboriginal Party (RAP) Unit is responsible for performing statutory functions under the *Aboriginal Heritage Act 2006* (Act) and implementing the TLaWC RAP Strategy by working as a collective to heal Country, people and places. The RAP Unit is responsible for the protection, management, promotion and celebration of Taungurung cultural heritage. This includes:

- Developing and leading the Taungurung Community Archaeology Program,
- Consulting on statutory approvals,
- Providing direction on best practice harm avoidance and minimization methodologies,
- Entering into agreements with various stakeholders and partners,
- Collaborating and/or leading internal strategic projects,
- Conducting field-based archaeological assessments for a variety of purposes.

Primary Function

The Heritage Manager is responsible for overseeing and coordinating the protection, management and preservation of Taungurung's cultural heritage in line with the key objectives of the RAP Strategy and in accordance with the statutory functions under the Act. The position will



lead a small team of Heritage Advisors and specialists in providing technical advice, support and direction for cultural heritage preservation and management on projects throughout Taungurung Country. The core responsibilities of the Heritage Manager are to:

- Ensure efficient delivery of CHMP/CHP activities in accordance with the RAPs legislative responsibilities under the Act,
- Ensure the fulfillment of compliance functions under Part 11 – Enforcement of the Act,
- Develop efficiencies for undertaking statutory obligations,
- Develop and work towards TLaWC led approaches to the management of the archaeological record,
- Mentor staff and provide opportunities for learning,
- Providing strategic direction on a range of projects that seek to align the objectives of the RAP strategy while fulfilling obligations under the Act.

Key Duties and Accountabilities

1. Uphold Taungurung Values

- Uphold the values and key pillars that underpin the TLaWC Strategic Plan 2021-2025 to support the vision and ambitions of the Taungurung community.

2. Leadership and Management

- Mentor and assist emerging Taungurung staff and less experienced Heritage Advisors in performing statutory obligations and delivering on the TLaWC RAP Strategy,
- Lead, manage and deliver the Heritage Advisor function for the Heritage Team, including staffing, resourcing communication and point of escalation,
- Support direct reports to perform effectively in their roles and progress their career aspirations,
- Support and empower TLaWC staff to undertake their work to a high standard,
- Foster a positive and inclusive workplace environment, promoting trust, respect and accountability.

3. Implement Taungurung RAP Strategy

- Assist in the delivery of TLaWC RAP Strategy,
- Collaborate across TLaWC and with external partners to build, strengthen and support a whole of Country approach to cultural heritage practice and management,
- Support Taungurung led partnerships, research and innovation.

4. Statutory Functions under the Act

- Ensure timely evaluation of CHMPs and CHPs,
- Ensure fulfillment of compliance functions under Part 11 – Enforcement of the Act by supporting the Heritage Advisor – Compliance in undertaking their responsibilities,
- Lead in the development templates for CHMPs, CHPs, and other assessments,
- Ensure the timely delivery of Letters of Advice/Due Diligence Assessments,
- Lead in the development of procedures for all statutory activities,
- Lead in the legal advice and policy development of TLaWC led responses to the cultural heritage management framework within Victoria.

5. Cultural Heritage Systems, Programs and Processes

- Support the RAP Unit to streamline processes, develop or amend policies and procedures, and create efficiencies in workflows,
- Regular liaison with the RAP Director and PMO on all Heritage Team aspects of the RAP Unit programs of works (i.e. advice, technical queries, planning and resourcing).
- Oversee or support the planning, implementation and completion of cultural heritage projects in line with TLaWC strategic goals and initiatives.

6. Strategic Partnerships

- Develop and support collaborative relationships with other RAPs, Traditional Owners and Indigenous Groups or organisations,
- Foster relationships with Local Government Organisations, Sponsors and land managers.

7. General

- Support the RAP Director as required in preparing strategic plans, advice and briefings,
- Any other duties, as directed by the RAP Director,
- Lead and support implementation of an effective OHS Management System through allocation of required resources.
- Direct and support employees to contribute to the effectiveness of OHSMS.

Role Requirements

- Long periods of time spent sedentary at a desk,
- Reasonable level of health and fitness required to perform the inherent requirements of the role,
- Travel to Alexandra at a frequency and duration suitable for the role – available for negotiation.

To work with TLaWC applicants must have

- An understanding of the importance of Country to Traditional Owners and the recognition of Taungurung as Traditional Owners,
- An ability to communicate sensitively and effectively with Traditional Owners,
- A commitment to **self-determination**,
- Adherence to the TLaWC code of conduct.

Key Selection Criteria

Essential Capabilities

- Senior Heritage Advisor, registered with First Peoples State Relations,
- Extensive experience and applied understanding of the *Aboriginal Heritage Act 2006* and *Aboriginal Heritage Regulations 2018* and associated policy settings,
- A sound understanding of practical and technical requirements of Sponsors and Heritage Advisers and an ability to clearly communicate expectations – both verbally and in writing,
- A demonstrable ability to de-escalate a conflict or potential conflict situation,



- Demonstrated experience undertaking archeological fieldwork, excellent project management skills and ability to run large and complex programs,
- Excellent time management skills with the ability to manage multiple concurrent projects, delivering to deadlines and managing budgets,
- Knowledge and understanding of the political, social and economic issues affecting Aboriginal Victorians and, specifically, of the provisions of the *Traditional Owner Settlement Act 2010* and the *Aboriginal Heritage Act 2006*,
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people,
- Demonstrated experience in leading teams and managing professional development of staff,
- Experience in recruitment, staff retention, employee well-being and performance management,
- A willingness to follow instruction and communicate effectively with other TLaWC staff,
- A willingness to follow and apply safe work practices in accordance with OH&S Requirements,
- Prepare to work safely in the construction industry whitecard (Nationally Accredited Unit Code: CPCCWHS1001) or willingness to undertake training as directed by RAP Director,
- Ability to work effectively within small teams,
- A current Victorian Driver's License.

Personal Attributes

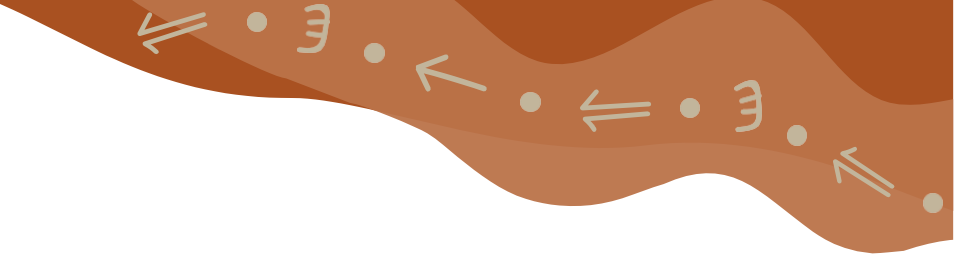
- Excellent **interpersonal skills** and the ability to liaise, engage, coordinate, and negotiate,
- Good professional judgment and confident decision-making in relation to core duties,
- High ethical standards and personal integrity,
- Ability to maintain confidentiality in relation to sensitive information,
- A high degree of emotional intelligence.

Application Process

Applicants must submit their CV and a Cover Letter (maximum 2 pages) to jobs@tlawc.com.au.

Your application will be assessed against the Key Selection Criteria and the ability to demonstrate your suitability for the role. Cover Letters are to also address the below targeted questions.

1. Working in cultural heritage management requires sensitivity, respect, and collaboration with a variety of stakeholders. Can you share an example of how you have worked with Indigenous communities, government agencies, or other external partners to successfully manage a cultural heritage project? What steps did you take to ensure cultural values were respected and the project met its objectives?
2. As a manager, there are often conflicting priorities between leadership responsibilities, program oversight, external stakeholder engagement and your own technical deliverables. Can you provide an example where you've had to manage multiple priorities? How did you determine what was the most pressing task? How did you allocate resources and organize your objectives strategically? What did you have to compromise on and how did you determine what would be compromised?



I _____ (Name) understand the inherent requirements of this role

Sign _____

Date _____

