

Heritage Advisor – Compliance

Job Description

Reports to: Heritage Manager
Division: RAP, Biocultural Landscapes Division
Status: 2 years fixed-term
Direct Reports: Nil
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 archeological assessments for a variety of purposes.

Primary Function

The Heritage Advisor – Compliance is responsible for fulfilling functions as an Authorised officer listed under Part 11 – Enforcement s.159 and s.165A of the *Aboriginal Heritage Act 2006*. The position requires qualifications as an Authorised officer or Aboriginal Heritage officer as defined

under the Act, or the ability to obtain the required certification as arranged by First Peoples State Relations (organised through TLaWC).

The Heritage Advisor – Compliance, will provide strategic advice and support in 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 core responsibilities include:

- Lead compliance functions under the Act,
- Providing technical and strategic advice on cultural heritage projects and activities in accordance with the RAPs legislative responsibilities under the Act,
- Develop efficiencies for workflow processes,
- Participate and contribute to TLaWC led cultural heritage projects,
- Develop and work towards TLaWC led approaches to the management of the archaeological record.

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. Compliance under the Act

- Monitor compliance with the Act,
- Investigate suspected offences against the Act,
- Direct the conduct of cultural heritage audits under Part 6 of the Act,
- Where required issue a stop order under Part 6 of the Act,
- Report to the Secretary on the work undertaken by the Authorised officer based on the key functions of the Act,
- Aid FPSR authorised officers in the investigation of non-Compliance matters under the Act, inclusive of timely reporting, documentation, and liaison around active compliance investigations,
- Work with the Statewide Enforcement and Compliance Coordinator to obtain approvals for enforcement actions to ensure best practice in dealing with non-compliance matters detailed and determined by the current state compliance legislative framework.

3. Statutory Functions under the Act

- Where support is required, assist with the evaluation of CHMPs and CHPs,
- Assist with the development of templates and procedures for CHMPs, CHPs, and other assessments, with a particular focus on aligning or capturing key compliance requirements or considerations,
- Assist in the legal advice and policy development of TLaWC led responses to the cultural heritage management framework within Victoria,
- Where required, liaise with external stakeholders as required in the development of TLaWC-led responses to cultural management framework within Victoria.

4. 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,
- Where required, support Taungurung led partnerships, research and innovation.

5. Cultural Heritage Systems, Programs and Processes

- Develop and maintain a functional Compliance system for the TLaWC RAP to ensure best practice handling of any non-compliance activities under Part 11 – Enforcement of the Act,
- Maintain currency with all digital and technical recording systems associated with the recording of the digital archaeological record for TLaWC projects and Compliance recording,
- Support the RAP Unit to streamline processes, develop or amend policies and procedures, and create efficiencies in workflows,
- Support the planning, implementation and completion of cultural heritage projects in line with TLaWC strategic goals and initiatives.

6. Strategic Partnerships

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

7. General

- Any other duties, as directed by the Director, RAP,
- Comply with all safety policies, procedures and work instructions to support a safe work environment for all staff.

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

- Experienced Heritage Advisor, registered with First Peoples State Relations,
- A sound 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 while performing compliance activities, including a willingness to obtain and retain training on facilitation and mediation microskills,
- Excellent time management skills,
- Prepare to work safely in the construction industry whitecard (Nationally Accredited Unit Code: CPCCWHS1001) or willingness to undertake training as directed by Director, RAP,
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people,
- 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*,
- Ability to work effectively within small teams,
- 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,
- 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,
- Strong leadership skills and experience



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.

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

Sign _____

Date _____