



YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552
GERALDTON WA 6531

ABN 93 638 346 684

POSITION DESCRIPTION

Position Title:	Heritage Manager
Reports to:	Chief Executive Officer
Direct Reports:	TBC
Location:	Negotiable
Employment Status:	Full-Time

ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton Headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

OVERVIEW

Under the ILUA, in acknowledging the importance of the protection of Aboriginal heritage, YSRC and the State have collaborative management and shared responsibilities in relation to the:

- management of copies of relevant State Archives to be compiled in partnership with the YSRC;
- creation of a Yamatji library in the WA Museum and options for cooperative management of the Yamatji heritage and cultural materials;
- funding a range of initiatives for the management of Aboriginal heritage;
- cultural heritage advisor and the management of cultural record management software;
- delivery of a project that identifies, restores and protects water based cultural sites; and
- general oversight and advice in relation to heritage issues.

The Yamatji Government Standard Heritage Agreements (YGSHAs) and Yamatji Proponent Standard Heritage Agreements (YPSHAs) create a uniform and efficient approach when undertaking activities and Aboriginal heritage surveys to working in partnership with State Government departments or agencies; and other proponents or tenure holders.

POSITION PURPOSE

The Heritage Manager is a senior management role with oversight of day-to-day operations of YSRC's cultural and heritage service in accordance with YSRC's ILUA obligations, Strategic Plan, Operational Plan, and Group Charter. The Heritage Manager will also provide support to the YSRC related entities, including BYAC, the Cultural Authority, Cultural Committees and broader Yamatji Nation members in relation to cultural heritage and environmental matters.

This position creates a valuable opportunity to establish policies and processes for heritage management during an important stage of ILUA implementation, including adapting to oversee various business areas, including land and water management.

RESPONSIBLE FOR

Under the direction of the Chief Executive Officer:

ABORIGINAL ENGAGEMENT (20%)

- Provides analysis and policy advice to YSRC (and YSRC related entities) on matters related to the *Aboriginal Heritage Act 1972* to improve the effectiveness of heritage assessment, identification and protection within the Yamatji Nation ILUA area.
- Represents YSRC at working groups, meetings and committees as required in relation to heritage, culture and environmental matters.
- Assists in the preparation of correspondence, briefing notes, board papers and reports as required.
- Develops strong working relationships with Yamatji Nation members and the broader traditional owner community.
- Facilitates and implements on-country field trips and heritage monitor rosters to support cultural heritage management planning.
- Planning and scheduling meetings, conferences, teleconferences and community consultations, including using technology e.g. Zoom, Microsoft Teams, as required.

CULTURAL HERITAGE MANAGEMENT (35%)

- Assesses compliance with YGSHAs and YPSHAs, in accordance with YSRC policies and processes.
- Managing consultant contracts according to YSRC requirements.
- Supervises and coordinates heritage survey service providers and teams from relevant Yamatji Nation members and service providers to conduct heritage surveys, site visits, including organising logistics.
- Prepares Yamatji Heritage Survey Team budgets, invoices and acquittals, through liaison with proponents, agencies, service providers and accounts staff.
- Reviews, evaluates, recommends for execution, and maintains a register of YGSHAs and YPSHAs.
- Ensures appropriate heritage survey reports are prepared and provided to relevant parties.
- Ensures timely response to correspondence and notices provided under the *Aboriginal Heritage Act 1972* in line with the YSRC's governance and corporate processes.
- Conducts and reports on assessment of heritage approval applications, proposals and other applications under the *Aboriginal Heritage Act 1972*.
- Liaise with relevant agencies, proponents and service providers to ensure an efficient and effective heritage management process is maintained.
- Manages the collection, safe storage, cataloging and display of cultural artefacts.
- Supports the development of heritage and cultural activities in line with the YSRC Strategic Plan.

TECHNICAL SKILLS (30%)

- Develops policies and procedures for cultural heritage management, including information management, that also consider the *Aboriginal Heritage Act 1972*.
- Develops submissions for grant and other funding in relation to heritage project activities outside of the ILUA commitments.
- When necessary, gathers evidence and cooperates with the State in relation to any compliance investigations of breaches/offences under the *Aboriginal Heritage Act 1972*.
- Establishes and routinely manages a cultural record management system and website for Yamatji Nation.
- Provides technical support and instruction to staff on cultural heritage matters.
- Prepares regular reports to the YSRC Board, BYAC Board, Cultural Authority and Cultural Committees as required.
- Liaises between YSRC related entities, government and non-government stakeholders on heritage, culture and environmental matters.
- Provides input to the Yamatji Nation Communications Strategy in relation to cultural heritage activities.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (10%)

- Actively contributes as a YSRC team member.
- Promotes and ensures a high standard of open, honest, and clear communication, fosters a team spirit and culture of empowerment and productivity.
- Assists with the preparation and review of the Yamatji Heritage budget, where appropriate.
- Monitors cost effectiveness of works, compiles cost data and ensures correct input of budget and expenditure data into YSRC financial systems.

GENERAL (5%)

- Maintains YSRC procedures, records, equipment and vehicles to acceptable standards.
- Undertakes other duties as directed by YSRC.

SELECTION CRITERIA

Demonstrated experience in:

1. Cultural heritage management, management of conservation reserves, heritage site preservation, and cultural information management.
2. Effective communication skills with experience in effective liaison with Aboriginal stakeholders, government agencies, community, and special interest groups.
3. Project development, control and expenditure of allocated work projects and experience in infrastructure development and maintenance.
4. Report writing and the ability to use computer software for data analysis, and database management.
5. Working effectively as part of a team and independently; and showing a high level of self-motivation.

Knowledge, skills and experience:

1. Sound knowledge of the *Aboriginal Heritage Act 1972*, *Aboriginal Heritage Regulations 1974* and *Native Title Act 1993*.
2. Ability and willingness to work with traditional owners to deliver heritage aspirations with an emphasis on culture, contemporary practices in heritage management, archaeological methods and native title.
3. Willingness and preparedness to undertake extended periods of travel, camping and work in remote areas.
4. Ability to be flexible, adapt and contribute initiative to a changing work environment.
5. Current 'C' Class Driver's Licence.
6. Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.

Desirable

7. Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
8. Qualification in cultural heritage and/or natural resource management or equivalent.
9. Experience in using the Aboriginal Heritage Inquiry System and/or development of IT systems.

OTHER

- Shortlisted candidates will be required to produce an Australian Federal Police clearance.
- This contract length is negotiable and may include the option of a secondment/placement for an initial period.