

# Tjambu Tjambu (Aboriginal Corporation) RNTBC



## Position Description

Position title:	Heritage Services Manager
Contract Status:	Fixed Term from signature date until 30 June 2023, with the opportunity for extension.
Hours per week:	Full Time - 38 hours/week
Location:	Kiwirrkurra and work from home
Reports to:	Mentor and Board of Directors.
Industrial instrument:	Aboriginal Communities and Organisations Western Australia Interim Award 2011
Wage:	Level 8 (Management Band B) with some room for negotiation based on skills, experience and additional duties. Allowances will be paid as per the Award, including: <ul style="list-style-type: none"><li>○ District Allowance</li></ul>

### Role outline

The Heritage Services Manager role is to help Kiwirrkurra People maintain their land, cultural connection to country and community through the development and implementations of a Land Access and Cultural Heritage service.

### Duties

1. Organise and facilitate site assessments, site recording and surveys in accordance with the aspirations of Kiwirrkurra people, their Land Access Agreements and statutory protections.
2. Work with Kiwirrkurra People to design, implement and improve processes and workflow that enable them to look after country in an appropriate way.
3. Manage Tjambu Tjambu PBC's cultural knowledge and agreement management system, 'The Keeping Place'.
4. Provide leadership and guidance to staff on cultural heritage matters, including sector best practice, legislative frameworks, and responding to the evolving needs of Kiwirrkurra People.
5. Implement Cultural Heritage Management Plans, Land Access Agreements and Native Title Agreements.
6. Identify, influence, negotiate and liaise with stakeholders, such as government, agreement partners, consultants, and other service providers in and around Kiwirrkurra Community to build positive relationships, practical solutions, and opportunities for Kiwirrkurra People.

**Tjambu Tjambu (Aboriginal Corporation) RNTBC**

Position Description: Heritage Services Manager



7. Work collaboratively with other coordinators on activities of mutual interest such as family trips, cultural management land management, leadership and consultation.
8. Provide high quality reports and other administrative documents; including cultural heritage assessments, annual plans and budgets,
9. Demonstrate best practice Workplace Health and Safety, including implementing policies and procedures to influence others to achieve high standard of care and safety.
10. Other duties depending on knowledge, skills and experience.
11. Undertake project work, including in the short term the following projects:
  - a. Work with Kiwirrkurra People to define an appropriate processes for cultural heritage management, such as when and how to conduct site assessments, how to review reports.
  - b. Implementation of The Keeping Place as an online cultural knowledge management system;
  - c. Position Tjambu Tjambu PBC to become the Local Aboriginal Heritage Service Provider under the Aboriginal Heritage Act 2021;
  - d. Support the Marrka Nyinya Tjambu Tjambu Yuana project in getting Kiwirrkurra People involved in the day to day work of the PBC.
  - e. Start the facilitation of opportunities for employment and contracting from the Land Access Agreements.

<p>Required certifications prior to commencement of employment and maintained.</p>	<ul style="list-style-type: none"> <li>• Western Australian Working with Children Card;</li> <li>• Unrestricted, C Class Drivers' Licence (including being able to drive manual)</li> <li>• A National Police Check with no relevant disclosable court outcomes</li> </ul>
<p>Essential selection criteria. (your attitude, experience, skills and knowledge)</p>	<ol style="list-style-type: none"> <li>1. Experience working with Aboriginal people, listening to their needs and aspirations and responding with positive, practical operational solutions.</li> <li>2. Extensive experience working in land and cultural heritage management, including a deep understanding of the practical and philosophical elements to Aboriginal heritage management in Western Australia.</li> <li>3. Efficient, effective skills and experience in administration, including budgeting and reporting and using software packages such as the Microsoft Office, GIS software and project management tools;</li> </ol>

**Tjambu Tjambu (Aboriginal Corporation) RNTBC**

Position Description: Heritage Services Manager



	<ol style="list-style-type: none"> <li>4. Efficient, effective skills and experience in remote field logistics and coordination;</li> <li>5. Demonstrated leadership and people management skills, with an ability to be calm and composed under pressure and be a good team player in a challenging environment.</li> <li>6. A commitment to spending 40 – 50% of work time in Kiwirrkurra Community.</li> </ol>
<p>Desirable Selection Criteria</p>	<ol style="list-style-type: none"> <li>1. Senior management experience.</li> <li>2. Batchelor of Anthropology or equivalent.</li> <li>3. Certificate IV in Cultural Heritage Management.</li> <li>4. Experience using The Keeping Place software package</li> <li>5. Remote First Aid qualifications</li> <li>6. Aboriginal Mental Health First Aid qualification</li> </ol>