

DUTY STATEMENT

Job Title:	Agreement Implementation Officer
Classification Level:	Level 3 – 4
Location:	Perth
Position Status:	Full Time
Department:	People, Heritage and Culture
Reports to:	Manager - People, Heritage and Culture

Your Role

In order to fulfil our mission, pursue our vision and in accordance with our values, you are required to:

1. Have responsibility for the implementation of the heritage components of land access agreements;
2. Assist the Future Acts and Agreement Implementation Coordinator (AIC) in the implementation of land access agreements;
3. Assist the AIC in monitoring compliance with land access agreements;
4. Assist the AIC in the maintenance, review and modification of systems, policies and procedures used to monitor the implementation of land access agreements; and
5. Conduct heritage surveys (if qualified).
6. Other.

Your Duties

- 1. Have responsibility for the implementation of the heritage components of land access agreements**
 - 1.1 Liaise with internal and external stakeholders
 - (a) Liaise with Central Desert staff, native title claimants, native title holders, exploration/mining companies, other land-users and heritage consultants to ensure the timely progress of the heritage components of land access agreements;

- (b) Coordinate the availability of heritage consultants;
 - (c) Coordinate the preparation of briefs for internal staff and external heritage consultants and associated contracts for consultants; and
 - (d) Liaise with exploration/mining companies and other land users regarding the provision and exchange of appropriate information (including mapping) for the purposes of heritage surveys pursuant to land access agreements.
- 1.2 Coordinate the physical, administrative and logistical aspects of implementing heritage surveys
- (a) Coordinate the conduct of heritage surveys by Central Desert staff and external heritage consultants;
 - (b) Coordinate the logistical and fieldwork requirements of the heritage team and external heritage consultants, including, scheduling travel, catering and vehicle bookings;
 - (c) Draft budget estimates and invoices and track expenses in relation to the heritage components of land access agreements;
 - (d) Ensure timely payments related to the heritage component of land access agreements for Aboriginal survey participants and external heritage consultants;
 - (e) Coordinate and undertake other associated administration related to the heritage component of land access agreements.
- 1.3 Coordinate the reporting aspects related to the heritage component of land access agreements to ensure quality outcomes
- (a) Ensure relevant Central Desert staff and external heritage consultants are aware of and comply with heritage survey reporting requirements including timeliness; and
 - (b) Coordinate the review of external heritage consultants' reports and any reports compiled by Central Desert staff to ensure compliance with heritage survey reporting requirements.
- 2. Assist the Agreement Implementation Coordinator (AIC) in the implementation of land access agreements**
- 2.1 In land access agreements managed by Central Desert, assist the AIC in the implementation of those agreements including, but not limited to, the following obligations:

- (a) cultural heritage;
- (b) environmental rehabilitation and monitoring;
- (c) financial (including compensation payments);
- (d) community engagement; and
- (e) reviews and updates of agreements.

3. Assist the AIC in monitoring compliance with land access agreements

3.1 Assist the AIC to ensure that all agreements managed by Central Desert are monitored so that:

- (a) Central Desert and/or the party whom it represents complies with its obligations under land access agreements; and
- (b) The non-native title party(s) comply with their obligations under land access agreements.

3.2 Assist the AIC to ensure that any non-compliance of agreements by:

- (a) Central Desert and/or the party whom it represents are reported to the relevant Central Desert staff and coordinate the implementation of any required action; and
- (b) The non-native title party(s) is reported to relevant Central Desert staff and coordinate the implementation of any ensuing remedial action.

4. Assist the AIC in the maintenance, review and modification of systems, policies and procedures used to monitor the implementation of land access agreements

4.1 Assist the AIC to develop, maintain, review and modify (where necessary) the policies and procedures which govern the implementation of land access agreements; and

4.2 Work with the AIC to liaise with other practice areas for feedback on this area of coordination.

5. Conduct heritage surveys (if qualified)

6. Other

- 6.1 Participate in People, Heritage and Culture team meetings;
- 6.2 Participate in annual performance reviews and professional development, as required;
- 6.3 Adhere to all office policies and procedures; and
- 6.4 Other duties as directed by the Manager - People, Heritage and Culture.

SELECTION CRITERIA

Essential qualifications, skills and experience

- 1. Demonstrated ability to communicate effectively and sensitively with Aboriginal People.
- 2. Excellent written and verbal communication skills.
- 3. Demonstrated ability to work independently with limited direction.
- 4. High-level time management and organisational skills.
- 5. Ability to engage effectively in multi-disciplinary teams.
- 6. A demonstrated commitment to teamwork.

Desirable qualifications, skills and experience

- 1. Tertiary qualification in Anthropology (to conduct heritage surveys with Traditional Owners).
- 2. Familiarity with the *Native title Act 1993* (Cth) and other relevant legislation (such as *The Aboriginal Heritage Act 2021* (WA)).
- 3. An understanding of the cultural, social, economic and political issues affecting Aboriginal People generally and native title issues in particular.



Personal qualities

1. Solution focused.
2. Committed and determined.
3. Team oriented.