

Cultural Heritage Manager

Position Description

Reports to	Location	Salary	Direct Reports	Employment Type	Identification
General Manager, Biocultural Landscapes	Warrnambool, VIC	\$112,900 - \$138,000 per annum, plus super	8	1.0 FTE, 24 months, Fixed Term,	NOT a Designated Aboriginal or Torres Strait Islander appointment

Overview of Eastern Maar Aboriginal Corporation

The *Native Title Act 1993 (Cth) (NTA)* requires that, following a native title determination, native title holders establish a *Prescribed Body Corporate (PBC)* to manage and protect their rights and interests. These corporations must incorporate under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)* and register with the *National Native Title Tribunal (NNTT)*. Once registered, they become a *Registered Native Title Body Corporate (RNTBC)*.

Eastern Maar Aboriginal Corporation (EMAC) was established in 2011 as an agent PBC following a positive consent determination by the Federal Court, covering an area known as PART B—from Deen Maar (Lady Julia Percy Island) to Dunkeld—shared with the Western Gunditjmara People, represented by Gunditj Mirring Traditional Owners Aboriginal Corporation.

In 2023, a second determination expanded EMAC's jurisdiction from Yambuk to Aireys Inlet, reaching Middle Creek and Ararat, and looping south to Dunkeld.

EMAC is a formally recognised Registered Aboriginal Party (RAP), with responsibilities for protecting and managing cultural heritage across a broader area extending to Winchelsea and Landsborough.

As the representative body for Eastern Maar citizens, EMAC leads the advancement of native title rights and interests, cultural heritage protection, high-quality policy advice, and initiatives aligned with the inherent rights, aspirations, and independence of its people.

Purpose of the Position

Reporting to the General Manager Biocultural Landscapes the Cultural Heritage Manager will oversee, lead, and manage EMAC's Cultural Heritage branch. The Cultural Heritage Branch sits within the Biocultural Landscapes Division and has the responsibility for carrying out EMAC's duties, powers and functions as accorded as a Registered Aboriginal Party (RAP) under the Aboriginal Heritage legislation, for the protection and management of Aboriginal Cultural Heritage in the Eastern Maar Ancestral Estate for and on behalf of the Eastern Maar people. The position will manage the team that makes up this branch.

The core functions of the Branch include but are not limited to:

- Evaluating Cultural Heritage Management Plans (CHMPs)
- Assessing Cultural Heritage Permit applications
- Development of Aboriginal Cultural Heritage Land Management Agreements (ACHLMAs)
- Making decisions about Cultural Heritage Agreements
- Providing advice on applications for interim or ongoing Protection Declarations



- Entering into Aboriginal Cultural Heritage Land Management Agreements with public land managers
- Nominating Aboriginal intangible Heritage to the Victorian Aboriginal Heritage Register and managing Intangible Heritage Agreements
- Overseeing compliance with conditions as set in CHMPs, ACHLMAs & Permits

Key Roles and Responsibilities

Key Position duties include:

Oversight of the Cultural Heritage Branch and technical support functions

- Successfully oversight and coordinate EMAC's Registered Aboriginal Party legislative responsibilities per the Aboriginal Heritage Act 2006.
- Oversight and support the curation, custody, and repatriation of Aboriginal cultural heritage material for the EMAC RAP area.
- Undertake other designated administrative duties, and specific projects as directed by the CEO, Biocultural Landscapes General Manager.
- In conjunction with EMAC finance Review EMAC RAP function fees and charges on annual basis ensuring compliance with Aboriginal Heritage Act fee schedules and including investigating and analysing non-mandatory fee schedules and make changes in line with market determinants
- Assist EMAC in the pursuit of ongoing protection declarations for significant Aboriginal places within the EMAC RAP area
- Support in the development and implementation of the EMAC Cultural Landscape Strategy.
- Oversight and Assist in the development of and lead in the overseeing of repatriated collections and/or items for cataloguing, safe storage and preservation.

Relationship building and maintenance

- Provide leadership to archaeological peers in relationship building and understanding of EMAC policy and procedures and promoting EMAC values and objectives.
- Represent EMAC and its RAP functioning at working groups, meetings and committees as required in relation to heritage, culture and environmental matters
- Provide strong, consistent, and supportive RAP functioning advice to the EMAC Board, Executive, additional EMAC staff, branches, and divisions and importantly EMAC community members where required or directed.
- Establish and maintain extensive networks at the Local, State and National level including but not limited to Government, Heritage personnel, building/ maintenance contractors, other RAP's.
- Develop strong working relationships with EMAC members/non-member rights holders.

Field tasking support

- Work in unison with the On Country Operations Manager to ensure the flow of upcoming fieldwork is jointly monitored and jobs are prioritised ensuring effective team coverage of all



allocated field functions within the Eastern Maar Ancestral estate with an emphasis on responsive service and in compliance with any statutory requirements.

Mandatory reporting

- Oversight and support the RAP Operations reports ensuring inclusion of all required information including working closely with EMAC finance on insertion of financial information and overall ensuring submission timeframes are met.
- Attend, when required, inception meetings with Cultural Heritage Advisers, alongside the EMAC Cultural Heritage Manager, in relation to Cultural Heritage Management Plans and field work.

Team leadership, community Support, Coaching and training

- Encourage and support the professional development of the team.
- Communicate regularly with the team both formally and informally.
- Identify and develop capacity building opportunities for Eastern Maar citizens and staff including mentoring and training to broaden the skill base of the Eastern Maar community on cultural heritage.
- Actively contribute to and support a positive, open, delivery focussed culture that values and supports people, and is based on collaboration, accountability, and trust.
- Provide support, guidance, coaching, leadership and empowerment to the team including constructive feedback through regular supervision including establishing workplans/goal setting and performance reviews to ensure goals are being achieved.

Policy and process development

- Develop policies and processes that aim to strengthen and support the efficient management of the EMAC Cultural Heritage branch functions in accordance with the Aboriginal Heritage Act 2006 and best practices in cultural heritage management.
- Analyse, Collect, prepare and provide accurate information, reports, correspondence, and other documents such as key metrics and insights in accordance with delegations and reporting timeframes as required.

General

- Provide regular updates on opportunities, challenges and issues
- Be aware and adhere to The Privacy Act 1988, OH & S Legislation and other relevant legislation.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.
- Ensure compliance with legal and contractual requirements of the corporation and Aboriginal Heritage Act 2006
- Undertake general administration tasks including, raising purchase orders, filing, tracking invoices and maintaining registers
- The incumbent requires the ability to travel regularly for work related purposes. A current



Victorian driver's licence is essential.

Key Selection Criteria – Essential

The key selection criteria specified below outline the capabilities required for the position.

- Qualified Heritage Advisor as defined by the Aboriginal Heritage Act.
- Tertiary qualification in either Archaeology (preferred), Anthropology or a related field.
- Experience in the registration of Aboriginal places on the Victorian Aboriginal Heritage Register.
- Ability to use Geographical Information Systems and Global Positioning System technology.
- Experience in developing and/or evaluating cultural heritage management plans and cultural heritage permits, preparation of clear accurate and professional documentation to support executive decision-making.
- Proven planning, problem-solving and analytical skills with the ability to work through issues with moderate complexity and guide and/or coach others in the resolution of problems.
- Demonstrated communication and interpersonal skills to engage with, influence and build and maintain relationships with stakeholders.
- A current Victorian driver's license is essential.
- Ability to communicate respectfully, sensitively and effectively with Eastern Maar Citizens and all Aboriginal and/or Torres Strait Islander peoples.
- Excellent interpersonal and communication skills with demonstrated experience of working collaboratively and influencing across multiple stakeholder groups.
- Sound project management skills with the ability to take initiative and manage issues.
- Strong problem-solving skills.
- Verbal and written communication skills, and the ability to communicate ideas using a wide range of tools.
- Proficiency in the use of computer and telecommunications technology.

Key Selection Criteria - Desirable

- Strong understanding of the importance of Country to Traditional Owners, recognising the Eastern Maar Peoples as the Traditional Owners of the south-west region of Victoria.
- Commitment to and appreciation of Eastern Maar culture, values, perspectives, and heritage, including the impacts of colonisation and the importance of cultural continuity.
- Demonstrated understanding of and commitment to Aboriginal self-determination, supporting the aspirations of the Eastern Maar community.

Other position requirements

- Holder of a Working with Children Check
- Holder of a Current Victorian Driver's Licence.
- Undertaken a National Police Check for Employment Purposes within the last 3 months

Note: A request to conduct probity checks does not guarantee an offer of employment.

Working with EMAC – Our offer to you

At EMAC, we are committed to fostering a supportive, culturally safe, and empowering work environment. When you join our team, you'll enjoy:

- Flexible working arrangements are available, subject to written agreement
- Salary packaging benefits in accordance with the ATO-approved rates for Public Benevolent



Institutions. Currently up to \$15,900, plus Meal and Entertainment benefits up to \$2,650 per year.

- Employee Assistance Program
- A friendly and supportive culture
- Professional development opportunities.
- Reasonable relocation assistance may be provided, subject to prior approval and negotiation with the successful candidate

How to apply

To apply, send your resume and a cover letter addressing the Key Selection Criteria to Ms. Bansri Dave, HR Officer at bansri.dave@easternmaar.com.au

Closing Date

Wednesday, 29 July 2026 at 11:59 PM.