

Position Description

About Bunurong land Council

We are a Traditional Owner organisation that represent the Bunurong people of the South-Eastern Kulin Nation. We aim to preserve and protect the sacred lands and waterways of our ancestors, their places, traditional cultural practices, and stories.

Bunurong Land Council Aboriginal Corporation (BLCAC) is a not-for-profit Aboriginal Corporation that represents the Bunurong Traditional Owners and community. BLCAC was formed in the late 1990s by a small group of Bunurong Elders and warriors to provide representation on Bunurong Country, particularly around cultural heritage management and protection. The corporation was registered with the Office of the Registrar of Indigenous Corporations (ORIC) in 2000 and since then, membership has grown to over 300 members.

BLCAC is the Registered Aboriginal Party (RAP) for and on behalf of Bunurong People. We have overcome many obstacles on the way, but Bunurong People are now recognised as the Traditional Owners of their lands and waters across greater Melbourne, Mornington Peninsula, and the Bass Coast.

BLCAC members descend from the First People of the coastal areas around Port Phillip Bay (Narrm), with a provenance dating back well over 40,000 years. Our community has survived over 200 years of kidnappings, slavery, massacres, poisonings, imprisonment, disease, and broken promises. We were removed from Country, our language silenced, but the survivors continued to tell and retell the stories of Bunjil and the Lore, family, dispossession, loss but continued to dreaming that one day we would come together again and restore the Bunurong community on our Traditional Lands.

Position Title:	Aboriginal Heritage Officer	Business Unit:	Strong Culture
Reports To:	Strong Culture Manager	Direct Reports:	
Package:			
Primary Objective:			
The Aboriginal Heritage Officer supports the protection, management and promotion of Bunurong cultural heritage by undertaking cultural heritage assessments, field investigations, research and statutory reporting in accordance with the <i>Aboriginal Heritage Act 2006</i> (Vic) and associated Regulations. Working collaboratively with Bunurong Traditional Owners, the Strong Culture team, government agencies, consultants and project proponents, the role contributes to the preparation and assessment of Cultural Heritage Management Plans (CHMPs), cultural heritage advice and other heritage management activities that protect Aboriginal cultural heritage while supporting sustainable land use and development.			
Key Responsibilities			
• Undertake desktop assessments, cultural heritage research and field investigations across Bunurong Country. • Assist in the preparation, assessment and review of Cultural Heritage Management Plans (CHMPs), permits and heritage reports. • Conduct archaeological surveys and site assessments and participate in complex assessments and excavations under the direction of appropriately qualified personnel where required. • Maintain accurate Aboriginal cultural heritage records, including documenting field investigations and contributing information to ACHRIS and the Victorian Aboriginal Heritage Register where appropriate.			

- Engage proactively, respectfully and collaboratively with Bunurong Traditional Owners as the primary knowledge holders and custodians of Aboriginal cultural heritage.
- Provide accurate advice to internal and external stakeholders on Aboriginal cultural heritage matters.
- Liaise with government agencies, consultants, developers, land managers and community stakeholders.
- Maintain accurate project records, field notes, mapping and documentation.
- Support the protection, preservation and management of Aboriginal cultural heritage in accordance with BLCAC values and legislative obligations.
- Participate in consultation processes with Bunurong Traditional Owners and other stakeholders in accordance with legislative requirements.
- Contribute to continuous improvement within the Cultural Heritage team.
- Undertake other duties consistent with the position as directed by the Strong Culture Manager.

Position Dimension & Decision Making Authority

Without Referral to Manager:	• Undertake allocated desktop assessments and field investigations. • Liaise with project proponents and consultants regarding operational matters. • Prepare reports and project documentation. • Maintain project records and databases. • Prioritise daily workload to meet agreed project deadlines.
Referred to Manager:	• Interpretation of complex heritage matters. • Referral of Cultural Heritage Management Plans and statutory documentation for review and approval. • Significant project risks or legislative issues. • Matters likely to impact Bunurong cultural heritage or organisational reputation. • Complex stakeholder disputes or complaints.

Key Communication Contacts

Contact/ Organisation:	Purpose/Frequency of Contact:
Manager	Project direction, supervision and reporting
Bunurong Traditional Owners	Cultural heritage assessments, consultation and fieldwork as directed by Manager
Heritage Team	Project coordination and collaboration
Government Agencies	Legislative compliance and statutory processes
Heritage Consultants, Developers, Councils	Project coordination and heritage advice
Community Members	Information sharing and heritage enquiries where appropriate

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Cultural Heritage Assessments	• Undertake desktop assessments, field surveys and archaeological investigations. • Assist with Cultural Heritage Management Plans and heritage reports. • Document Aboriginal cultural heritage accurately.	• Assessments completed within agreed timeframes. • Accurate field documentation. • Quality heritage reports.
Cultural Heritage Management	• Support the identification, protection and management of Aboriginal cultural heritage. • Undertake site inspections and fieldwork. • Contribute to statutory heritage processes.	• Legislative requirements met. • Positive project outcomes. • High-quality heritage advice.
Stakeholder Management	• Maintain and enhance productive relationships with Traditional Owners, government agencies, consultants, developers and community stakeholders. • Represent BLCAC professionally during project activities.	• Productive and effective working relationships with positive feedback.
Project Management	• Coordinate allocated cultural heritage projects and activities. • Maintain project records and meet agreed milestones. • Contribute to project planning and scheduling.	• Projects delivered within agreed timeframes. • Accurate project documentation. • Effective workload management.
Compliance	• Comply with the Aboriginal Heritage Act 2006, Regulations and organisational policies. • Ensure accurate documentation and record keeping. • Ensure activities are undertaken in accordance with the Minister's Guidelines for Aboriginal Heritage Officer.	• Compliance achieved. • Accurate and complete records maintained.

	• Maintain confidentiality of cultural and organisational information.	
Heritage Reporting and Documentation	• Prepare cultural heritage reports and project documentation. • Maintain project records and contribute to organisational reporting requirements. • Assist with data collection and reporting.	• Accurate and timely reports. • Quality project documentation. • Reporting completed within required timeframes.
Policy and Procedure	• Comply with organisational policies and procedures. • Promote safe work practices and continuous improvement. • Support consistent application of heritage management processes.	• Compliance with organisational policies. • Positive contribution to continuous improvement.

Key Challenges	
• Balancing project timeframes with the protection and preservation of Aboriginal cultural heritage. • Managing competing project priorities while maintaining quality outcomes. • Working collaboratively with a diverse range of stakeholders with differing expectations. • Ensuring legislative compliance while supporting practical project delivery. • Working safely in varied field environments and conditions.	
Person Specification	
Qualifications and Experience	Personal Qualities and Attributes

• Aboriginality essential, Bunurong Nation – desirable • Meets, or has the demonstrated ability to meet, the Minister's Guidelines for Heritage Officer Qualifications and Experience issued under section 165B of the <i>Aboriginal Heritage Act 2006</i> (Vic), including through either the qualifications and experience pathway or the extensive experience or knowledge pathway. • Demonstrated experience undertaking Aboriginal cultural heritage assessments and field investigations, including contributing to or preparing Cultural Heritage Management Plans (CHMPs), permits, heritage reports, survey reports and other statutory heritage documentation. • Demonstrated experience engaging and liaising directly with Traditional Owners during cultural heritage assessments, field investigations and related heritage management activities. • Sound knowledge of, and ability to interpret and apply, the <i>Aboriginal Heritage Act 2006</i> (Vic), <i>Aboriginal Heritage Regulations 2018</i>, Ministerial Guidelines and associated cultural heritage management processes. • Ability to obtain and maintain access to the Victorian Aboriginal Heritage Register as a Heritage Officer under the <i>Aboriginal Heritage Act 2006</i> (Vic). • Demonstrated experience using Microsoft Office, heritage databases and/or digital mapping systems. • Experience using ACHRIS is desirable. • Experience using GIS, GPS and other digital mapping systems is desirable. • For applicants seeking to satisfy the qualifications and experience pathway under the Minister's Guidelines, demonstrated practical experience in an Aboriginal cultural heritage management setting within south-eastern Australia is desirable. • Membership of a relevant professional body (such as AACAI, the Australian Anthropological Society or Professional Historians Australia) is desirable but not essential.	• Strong organisational and time management skills, with the ability to manage multiple projects, prioritise competing demands and meet deadlines. • Excellent written communication and report-writing skills. • Well-developed verbal communication, negotiation, stakeholder engagement and conflict resolution skills. • Ability to establish and maintain respectful, collaborative and productive working relationships with Bunurong Traditional Owners, colleagues, consultants, government agencies and other stakeholders. • Strong attention to detail and commitment to delivering accurate, high-quality work. • Demonstrated initiative, sound judgement and effective problem-solving skills. • Commitment to continuous learning and professional development. • Commitment to culturally safe, respectful and collaborative engagement with Bunurong Traditional Owners throughout heritage assessment and management activities. • Commitment to professionalism, confidentiality and ethical practice. • Positive, flexible and collaborative approach, with a willingness to contribute to the success of the Strong Culture team.
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• Completion of Aboriginal cultural awareness, cultural safety or cultural competency training is desirable. • Current Victorian Driver Licence. • Current Working with Children Check and National Police Check, or the ability to obtain and maintain these checks.	
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I confirm that I have read this job description and acknowledge and understand my roles and responsibilities. If I have any questions I acknowledge that I can approach my Manager for clarification.	
Employee Signature	
Print Name	
Date	