GOLDFIELDS LAND AND SEA COUNCIL

Aboriginal Corporation (Representative Body)

ABN 54 489 243 524 ICN: 364

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POSITION DESCRIPTION

POSITION: Heritage Anthropologist

LOCATION: Perth/Kalgoorlie Office

REPORTS TO: Native Title Cultural Heritage Manager

PAY SCALE: To be negotiated

AWARD: Aboriginal Communities and Organisation (WA) Interim Award 2011
(Terms and conditions of employment)

Summary

The position of Heritage Anthropologist is a key role within the organisation. It provides efficient and effective heritage protection to the Aboriginal peoples of the Goldfields-Esperance region on behalf of the Goldfields Land and Sea Council ("GLSC"). The Heritage Anthropologist undertakes a combination of field ethnographic, archival and other research, liaises with key stakeholders and advises on aspects of traditions and customs of Aboriginal society within the region.

Key Accountabilities

1. Facilitate the development of a strong and viable heritage protection section at the GLSC;

2. Provide assistance to the constituents of the GLSC in facilitating heritage protection processes of a consistently high standard, including:-
   - the coordination and conduct of heritage surveys;
   - desktop research;
   - the implementation and maintenance of sound internal management and administrative processes in relation to heritage work; and
   - the maintenance of a culturally appropriate library and a data base of surveys and heritage reports;

Primary Responsibilities

<u>Conducting and facilitating heritage surveys</u>

- Coordinate surveys (including work area clearances) relating to the protection of Aboriginal sites and other areas of Aboriginal heritage interests as instructed by the relevant Traditional Owners in liaison with various parties (for example, consultant anthropologists / archaeologists, mining companies and government agencies).
- Coordinate, document and report other field work involving heritage protection.
- Prepare correspondence and documents relating to heritage surveys.
- Liaise with mining companies and their agents as necessary.

- Ensure that draft heritage survey reports are provided in a timely fashion.
- Ensure cultural sensitivity and communication at all times.
- Undertake effective, culturally sensitive and timely communications on heritage matters with GLSC's constituents and survey proponents.

Facilitating relationships with Traditional Owners in the Representative Body region

- Acquire familiarity of local customs.
- Report on and communicate concerns raised by Traditional Owners and/or stakeholders, where suspected breaches of the *Aboriginal Heritage Act 1972* (WA) have occurred.
- Relay to the GLSC any cultural and customary concerns that Traditional Owners may have about heritage or native title proceedings and processes.
- Assist other GLSC staff to effectively and clearly communicate with Traditional Owners.
- Communicate relevant Traditional Owners' concerns where such concerns may have an impact upon GLSC operations and decision making.
- Develop strategies and initiatives to assist Traditional Owners with these concerns.
- Assist external consultants engaged by the GLSC to communicate with Traditional Owners and various stakeholders.
- Facilitate the registration of sites when requested by the appropriate people.

Administrative duties

- Administer the GLSC's heritage protection activities to a high standard.
- Maintain filing and database systems:-
    - Maintain survey files (paper and electronic) from creation through to archiving in a way that allows the tracking of all correspondence and documents.
    - Maintain electronic heritage databases.
    - Understand and operate DOIR'S Tengraph mapping system.
    - Understand and use the Department of Indigenous Affairs' Sites Register.
- Conduct other administrative duties including but not limited to faxing, emailing, photocopying etc.

Other

- Gain some understanding of the various native title claims in the Goldfields.
- Provide advice and assistance to other sections of the GLSC about traditional ownership, heritage and other social and cultural issues and associated land matters when requested.
- Undertake other field and project work to assist with claims and research as required by the organisation.
- Assist in the preparation of relevant advice on policy issues, including assessment of external reports and changes to government policy and legislation affecting Aboriginal people's culture and heritage.
- Enhance Traditional Owners' and Native Title Holders' understanding of land rights and native title issues.
- Perform other related duties as assigned by the Native Title Cultural Heritage Manager and CEO (or persons to whom these have properly delegated the appropriate authority).
- Manage conflicts of interest as a GLSC member of staff.
- Other duties as requested from time to time.

Essential Qualifications/Skills/Attributes

- Degree in Anthropology;
- Some experience and knowledge of Aboriginal heritage protection practices;
- Knowledge of Western Australian and Commonwealth Aboriginal heritage legislation;
- High level of written and oral communication skills;
- Ability to work within the context of a multi-disciplinary Indigenous organisation;
- Good organisational skills and ability to work well under pressure;
- Ability to use initiative in a constructive manner;
- Ability to work independently with minimal direction;
- Ability to form and develop relationships;
- Confidentiality and discretion;
- Able to work methodically, accurately and neatly;
- Ability to manage time and set priorities;
- Commitment to continuous improvement;
- Good office management skills;
- Commitment to following the GLSC policies and procedures, including OH&S;
- Ability to work in a team environment;
- Willingness to travel and, where necessary, to camp overnight; and
- Possession of 'C' class WA driver's licence.

Desired Qualifications/Skills/Attributes

- Honours degree in Anthropology;
- A current working knowledge of the cultural and heritage requirements and concerns of Aboriginal people of the Goldfields-Esperance region of Western Australia;
- Experience in small to medium business management;
- Knowledge of Native Title legislation and processes;
- Four wheel drive training and experience;
- Some knowledge of the geography of the Goldfields-Esperance region; and
- First Aid Certificate.

Competencies

To perform the job successfully, an individual should possess the following qualities and skills:

✓ Analytical	✓ Problem Solving	✓ Relationship Building	✓ Co-operation
✓ Team Spirit	✓ Leadership	✓ Change Management	✓ Delegation
✓ Quality Assurance	✓ Cost Consciousness	✓ Diversity	✓ Ethics and respect
✓ Strategic Thinking	✓ Good Judgment	✓ Motivation	✓ Professionalism
✓ Dependability and Punctuality	✓ Innovation	✓ Initiative	✓ Safety Consciousness

Conditions

Applicants must be willing to travel regularly within the Goldfields-Esperance Region. GLSC employees are to be physically fit and healthy to enable them to complete the inherent requirements of this position. While performing some duties for this role, the employee may be required to stand or sit for extended periods of time, lift and move equipment, drive long distances and spent consecutive nights in the field.

Staff will be required to fill out and sign a Declaration of Conflicts, Confidentiality Statement and Employee Agreement before commencing employment. These positions are made subject to funding.

Appraisal

The employee understands that as part of this position and their commitment to continuous improvement, that they participate in performance and development reviews:

- Prior to completion of three (3) month qualifying period;
- Annually thereafter; and
- At the discretion of the Native Title Cultural Heritage Manager and/or CEO.

Acceptance

I certify that I have read and understand the position description of *Heritage Anthropologist.*

_____ _____

Signature of Employee
(Heritage Anthropologist)

Date

_____ _____

Signature of Employer
(Chief Executive Officer)

Date