



Role Title:	RAP Assessment Technical Specialist	Reports to:	RAP Manager
Primary Location:	Forestec	Employment Type:	Permanent
Hours:	Full Time	People Leader:	No
Line of Business:	RAP/ On Country	Job Level:	Manager/Senior Technical Specialist

Role Purpose: The RAP Technical Specialist is responsible for guiding and advising GLaWAC leaders on matters of policy and procedure associated with cultural heritage management to ensure compliance with the Aboriginal Heritage Act 2006 statutory requirements.

The position has a key strategic focus on protecting and conserving Gunaikurnai cultural heritage. The RAP Technical Specialist is accountable for Evaluating CHMP's (Cultural Heritage Management Plans) against prescribed standards and the preparation of documentation for approval / refusal of CHMPs under the Aboriginal Heritage Act 2006. The role also oversees the curation, custody, and repatriation of Aboriginal cultural heritage material for the Gunaikurnai RAP area.

Role Accountabilities

Team Leadership	<ul style="list-style-type: none"> • Build and contribute to a high performing team by creating and maintaining a positive work environment • Hands on coaching and development of the RAP crew leaders and Cultural Heritage Officers to build capability and confidence • Invest time with each individual team member to instil best practice behaviours • Support the performance of team through regular performance coaching conversations • Support the work allocation for all Cultural Heritage employees
Cultural Heritage Management and technical support	<ul style="list-style-type: none"> • Evaluate management plans to ensure compliance against the Aboriginal Heritage Act 2006. • Evaluate CHP applications, prepare documentation to support executive decision making and prepare cultural heritage permit documents within statutory timeframes and standards. • Provide advice and direction on the development of ACHLMAs and Cultural Heritage Agreements. • Support RAP staff in the curation, custody and repatriation of Aboriginal cultural heritage material for the Gunaikurnai RAP area. • Assist GLaWAC in the pursuit of on-going protection declarations for significant Aboriginal places within the GLaWAC RAP area, • Support the delivery of Fire and other Operational Plans in compliance with the Aboriginal Heritage Act 2006.
Foster Cultural Understanding and Awareness	<ul style="list-style-type: none"> • Establish partnerships with people across business areas, functions and external organisations which develop a strong cultural presence that supports the aspirations of Gunaikurnai people • Look for business opportunities for GLaWAC to showcase cultural heritage in an ongoing and financially viable way. • Apply for funding to support the delivery of Whole of Country projects as outlined in Role Purpose section. Have an awareness of funding opportunities, sources and criteria as they become available. Have an awareness of the RAP budget, the money required to keep the RAP unit financially viable and the income it generates. • Develop strategic relationships with On Country teams to deliver Whole of Country projects collaboratively. • Work collaboratively with Joint Management and Culture units within GLaWAC On Country section to fund, research, document, upgrade, prepare and implement aspects of the Whole of Country Plan.
Stakeholder Management	<ul style="list-style-type: none"> • Act as a mentor and provide strong, supportive management to GLaWAC On Country staff and contractors • Work closely with Heritage Officers, Site Monitors, Cultural Rangers, NRM Crew and Cultural Heritage Advisers to achieve desired outcomes and strong working relationships • Attend inception meetings with Cultural Heritage Advisers and Cultural Heritage Site Reps regarding Cultural Heritage Management Plans and field work • Ability to effectively communicate instructions and delegate tasks to crew members • Build and maintain strong working relationships with fellow employees and external agencies



	<ul style="list-style-type: none"> • Constant coaching and educating crew members to build capability and confidence
Coaching and training	<ul style="list-style-type: none"> • Develop and support coaching and training to enhance the capability of the RAP team in relation matters of cultural heritage
OH&S	<ul style="list-style-type: none"> • Ensure compliance with legal and contractual requirements of the corporation and Aboriginal Heritage Act 2006 • Undertake all work and use all plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy. • Reinforce a Safety-First Culture • Stop any unsafe acts or processes that seem dangerous or unhealthy Ensure the welfare and safety of staff including strict compliance with OH&S policies and GLaWAC safety Policies. • Ensure time allocated for daily operational processes, maintenance checks and job-related risk assessments conducted and documented. • Deliver delegated tasks as planned by OHS leadership team. • Ensure maintenance schedules of accountable assets are delivered in a timely and professional manner. • Ensure debriefs are conducted after events or major jobs

Specific Role Competencies

Essential	<ul style="list-style-type: none"> • Qualified Heritage Advisor under the Aboriginal Heritage Act • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture. • Experience evaluating cultural heritage management plans and cultural heritage permits, preparation of documentation to support executive decision making. • Experience in the registration of Aboriginal places on the VAHR • Ability to use Geographical Information Systems and Global Positioning System technology • Advanced skills in Microsoft Office suite • 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 • Excellent attention to detail • Advanced Literacy skills
Desirable	<ul style="list-style-type: none"> • Certificate IV Aboriginal Cultural Heritage Management • Knowledge of Risk Management and an understanding of OH&S in the workplace • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups

Core Leadership Capabilities

CAPABILITY	BEHAVIOUR
Business Acumen	<ul style="list-style-type: none"> • Understands GLaWAC, what we do and don't do and the role in the community • Considers the commercial, policy and delegated responsibilities and impacts for GLaWAC when making decisions • Can articulate the business issues that impact their team • Looks for opportunities to grow the GLaWAC business • Shares knowledge of business with team and peers • Looks outside their own area/department to understand the business and commercial issues that may affect them
Strategic Leadership	<ul style="list-style-type: none"> • Understands GLaWAC's strategic vision and annual business objectives • Effectively communicates the vision and strategy with team members to ensure they understand how they apply to them
Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Works collaboratively with peers and other teams • Builds and maintains relationships with peers and has superior relationship building



Communication	<ul style="list-style-type: none"> • Listens to the points of view of others and respects what they have to say and do • Communicates effectively and persuasively with all staff and individuals (both written and verbal). • Thinks on their feet to present concepts and solutions • Develops strategic communication/ engagement plans/ reports • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Consistently delivers timely and quality outcomes and encourages the team to do the same • Provides coaching and guidance to team members to ensure they know what they need to deliver (what and by when) • Is solutions focused and empowers people to resolve issues • Takes responsibility for team performance and does not make excuses • Demonstrates the resilience to keep moving forward when faced with business challenges
Develops Others	<ul style="list-style-type: none"> • Places a priority on building and developing the team and provides clarity on roles and responsibilities and links to business outcomes • Leads by example – encourages and supports their team to achieve their best • Helps others to learn and develop, recognises, rewards and celebrates success • Role models the GLaWAC values and encourages the team to do the same • Exemplifies inclusive leadership • Ensures the team has the right skills, capabilities and “tools” to deliver on their objectives
Manages Self	<ul style="list-style-type: none"> • Is self aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement).
- Current Victorian Manual Driver’s Licence.

Key Relationships

Internal

- GM On Country
- RAP Manager
- GM Culture
- RAP team
- Finance
- Cultural Heritage Officers

External

- Gunaikurnai community
- Elders
- Directors
- Aboriginal Victoria/VAHC
- Various strategic partners and Government agencies