

MELBOURNE WATER POSITION DESCRIPTION

CULTURAL HERITAGE ADVISOR

REPORTS TO: Paul Balassone		DIRECT REPORTS AND TEAM SIZE:	
Principal Cultural Heritage		No Direct Reports	
THIS ROLE EXISTS TO: (PURPOSE)			
The Cultural Heritage Advisor will work as part of a team to support CAPEX/OPEX programs, while strengthening the capability and capacity of the organisation to integrate cultural heritage management across business operations.			
KEY ACCOUNTABILITIES:			
<ul style="list-style-type: none">• Provision of accurate advice concerning the management of Aboriginal cultural heritage resources.• Support the Melbourne Water customer centric approaches to stakeholder engagement and organisational capability building.• Build and maintain positive relationships with key stakeholders.• Support a healthy, safe and supportive working environment.			
KEY RESPONSIBILITIES		KPIs	
<ul style="list-style-type: none">• Supporting Melbourne Water’s delivery of projects (CAPEX and OPEX) by providing appropriate assessment and guidance to project managers and asset managers, ensuring projects are delivered in compliance with current cultural heritage legislation, namely the Aboriginal Heritage Amendment Act (2016) and Regulations (2018), and Heritage Act 2017;• Maintaining accurate project records including updating and managing relevant project information concerning advice tendered and Cultural Heritage Management Plans (CHMPs) developed for future reference;• Assisting in the management of Melbourne Water’s built heritage assets, including the commissioning of Conservation Management Plans (CMPs) and heritage studies, and managing Melbourne Water’s heritage collection;• Assisting in the development of guidelines, systems, processes, and procedures to ensure a consistent and integrated approach to cultural heritage management and compliance across the business, while building organisational capability;• Helping build and maintain strategic relationships with stakeholders critical to Melbourne Water’s success in delivering its Cultural Heritage Implementation Plan (CHIP). This includes Registered Aboriginal Parties (RAPs), Traditional Owner Groups, State Government agencies and other groups associated with cultural heritage management (Indigenous and Historic);• Helping promote and integrate cultural heritage management (compliance and engagement/Indigenous and Historic) into business activities through staff training.		<ul style="list-style-type: none">• Well defined and timely cultural heritage advice to support CAPEX/OPEX delivery programs• Demonstrate behaviours that support the culture we desire:<ul style="list-style-type: none">➢ Innovative – finding new solutions to business challenges➢ Customer focused – understanding,➢ Anticipating and exceeding expectations➢ Agile – respond quickly to change• Generative zero harm culture and safety leadership• Contribution to constructive team culture• Achievement of agreed team goals and outcomes• Meet time and cost targets for key projects/programs	

Job Level:

Assessed by:

Date:



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CULTURAL HERITAGE ADVISOR



SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

The Cultural Heritage Advisor must demonstrate capabilities in the following areas:

- Meet the requirements to be authorised as a Cultural Heritage Advisor (CHA) by Aboriginal Victoria (AV) under the terms prescribed by the Aboriginal Heritage Amendment Act 2016.
- Sound knowledge of the Aboriginal Heritage Amendment Act (2016) and Regulations (2018), the Heritage Act 2017 and cultural heritage management principles.
- Sound knowledge of Aboriginal cultural heritage management issues relevant to south-eastern Australia and a demonstrated ability to communicate sensitively and effectively with Aboriginal people.
- Experience working with RAPs and other Traditional Owner Groups to achieve consensus on key issues relevant to Melbourne Water and secure mutually beneficial outcomes;
- Knowledge and experience in water industry operations, particularly in relation to Natural Resource Management and Civil Works would be desirable;
- Ability to provide sound advice to customers in an engaging and timely manner;
- Ability to assist in the development of cultural heritage management policies and guidelines;
- Ability to work in a team with a diverse range of customers and stakeholders to achieve mutually beneficial outcomes;
- Proven project management skills in managing multiple deadlines.

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Service Delivery
- Integrated Planning
- Major Program Delivery
- Customer and Strategy
- People and Capability

External

- Registered Aboriginal Parties
- Traditional Owner Groups
- Local Government
- State Government Agencies

SALARY RANGE:

- EA salary level 6

OTHER COMMENTS:

This role requires the following:

- A relevant tertiary qualification in cultural management, planning, environmental or natural resource management
- Pre-employment Health Assessment
- Criminal Records Check
- Victorian Driver's License

Location: 990 La Trobe Street, Melbourne 3008

Job Level:

Assessed by:

Date:

