

Statement of Duties

Department of Premier and Cabinet

As at May 2024

Position title:	Director Aboriginal Heritage Tasmania
Position number:	707077
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 9
Division/branch/section:	Community Partnerships and Priorities Aboriginal Heritage Tasmania
Full Time Equivalent (FTE):	1.0 FTE
Location:	South
Position status:	Permanent
Ordinary hours per week:	36.75 hours
Supervisor:	Deputy Secretary, CPP

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

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Division profile:

The position is located within the Community Partnerships and Priorities (CPP) Division in the Department of Premier and Cabinet, established in October 2022. The CPP incorporates the Office of Aboriginal Partnerships, Aboriginal Heritage Tasmania, Disability Reform, Community Policy and Engagement and the CPP Directorate.

The Premier's vision for Tasmania is a place where everyone feels valued, included, encouraged and supported to be the best they can be. In achieving this the Premier has committed to lead a government with heart, one that listens to Tasmanians' needs and ensures Tasmanians' priorities continue to be government priorities.

The Community Partnerships and Priorities Division in DPAC assists the Premier and Ministers to fulfill this vision by ensuring the voice of Tasmanians is at the centre of community partnerships and priorities and transforming traditional ways that Government works with Tasmanian communities.

Aboriginal Heritage Tasmania aims to protect and promote Tasmania's unique Aboriginal heritage and facilitate the return of land to Tasmania's Aboriginal people. Aboriginal Heritage Tasmania administers the Aboriginal Heritage Act 1975, which establishes the Aboriginal Heritage Council of Tasmania, the Aboriginal Lands Act 1995, which establishes the Aboriginal Land Council of Tasmania, and the Native Title (Tasmania) Act 1994.

Position objective:

Manage the resources of Aboriginal Heritage Tasmania and lead the development of high-level policy designed to drive contemporary practice, innovation, outputs and reform in the management of Aboriginal heritage under the Resource Management and Planning System (RMPS). Provide specialist advice, information and recommendations to the Deputy Secretary CPP, the Aboriginal Heritage Council and the Minister for Aboriginal Affairs, ensuring that the statutory and non-statutory decisions and initiatives of the Division are sound, meet the objectives of the Department of Premier and Cabinet (DPAC) and align with Government priorities. Provide strategic leadership and manage designated key Aboriginal heritage, cross-Division and cross-Agency projects.

Duties:

1. Manage the human, physical, financial and information resources of Aboriginal Heritage Tasmania in a contemporary manner and ensure they are efficiently and effectively applied to meet the key objectives established for the Division.
2. Manage and lead the development of high level policy designed to drive sound practices, innovation and reform in the recognition, management and protection of Aboriginal heritage.
3. Provide strategic leadership and manage designated key cross-Division and cross-Agency projects working closely with senior management within DPAC, with other organisations and key elements of the RMPS.

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4. Provide specialist advice, information and recommendations to the Deputy Secretary CPP, Minister and Aboriginal Heritage Council and ensure the statutory and non-statutory management of Aboriginal heritage meets the objectives of DPAC and Government priorities.
5. Progress the development and implementation of the Aboriginal Heritage Register to enable AHT and the AHC to perform their functions with regard to the recognition, management and protection of Tasmanian Aboriginal heritage under the terms of the proposed Aboriginal Heritage Protection Act.
6. Represent the Agency across a range of forums involving high level, complex and sometimes sensitive negotiations encompassing a range of issues.
7. Establish and maintain extensive networks and liaison within the Aboriginal community to ensure the Agency and Aboriginal Heritage Council activities are relevant and effective.
8. Manage project teams to ensure resources are efficiently and effectively applied to achieve the Agency and Government's objectives.
9. As a member of the Departmental Leadership Group contribute to whole-of-agency and whole-of-government policy development, operational management, strategic planning and future directions.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility:

As a member of the Departmental Leadership Group, the Director Aboriginal Heritage Tasmania is responsible and accountable for:

- contributing to the overall policy development, strategic planning, effective management and future directions of the Agency;
- providing high level strategic advice on a wide range of issues which have direct and critical impact on Government policy and Agency objectives;
- performing the duties of an officer within the meaning of s247 of the *Work Health and Safety Act 2012 (Tas)*; and for complying with relevant Work Health and Safety legislation (WHS), codes of practice, policies, procedures and guidelines issued under the DPAC WHS Management System and for promoting the principles of managing diversity; and
- is the principal contact between DPAC and the Aboriginal Heritage Council.

Reporting structure:

The position functions with broad direction and guidance from the Deputy Secretary CPP and is expected to operate with a high level of independence and autonomy, displaying a high degree of initiative and judgement in determination of priorities and

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the allocation of resources consistent with government policy, the principles of public administration and broad corporate objectives.

Selection criteria:

1. High level knowledge and specialist expertise in contemporary Aboriginal culture and society.
2. Extensive knowledge and practical experience in strategic policy development processes and in high level project management.
3. High level understanding of and ability to work within the political, social and organisational environment in which the Department operates.
4. Highly developed management skills, with a demonstrated understanding of the principles and practices of contemporary management. Demonstrated ability to manage human, financial and physical resources in a complex multidisciplinary team, and to monitor the effectiveness and efficiency of programs.
5. High level leadership and team management skills with the ability to gain the cooperation of others in achieving difficult and sometimes conflicting objectives in developing or implementing options which may lie outside established precedents.
6. Exceptional communication skills and demonstrated ability to represent the Department before a variety of stakeholders including, all levels of Government, the community and industry at the highest level. The ability to identify and negotiate mutually acceptable solutions in situations of conflicting interest and the ability to work with external stakeholders from the private sector.
7. Advanced conceptual and reasoning skills. Flexibility, innovation, creativity and long-term strategic vision associated with high level research, investigative and appraisal skills enabling the exercise of sound judgement to ensure the statutory and non-statutory management of Aboriginal heritage meets the objectives of DPAC and Government priorities.
8. Demonstrated ability to identify, conceptualise and develop level policy designed to drive contemporary practice, innovation, outputs and reform in the management of Aboriginal heritage under the Resource Management and Planning System (RMPS).

Desirable requirements:

- Nil

Essential requirements:

- Relevant qualifications and extensive high-level knowledge and expertise in Aboriginal Heritage Management.
- Current Tasmanian Working with Vulnerable People registration.

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

We are committed to putting the rights and wellbeing of children and young people at the centre of what we do. We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

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Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.