

Statement of Duties

Department of Premier and Cabinet

As at October 2024

| | |
|------------------------------------|--|
| Position title: | Archaeologist |
| Position number: | 706927 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | Professional Stream, Band 1/2 |
| Division/branch/section: | Policy and Reform Group, Aboriginal Heritage Tasmania, Operations |
| Full Time Equivalent (FTE): | 1.0 FTE (Minimum 0.80 FTE, by negotiation) |
| Location: | Hobart or Launceston |
| Position status: | Permanent |
| Ordinary hours per week: | 36.75 hours (min. 29.40 hrs, by negotiation) |
| Supervisor: | Manager, Operations |

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

Statement of Duties: **Archaeologist**

Group profile:

The position is located within the Policy and Reform (P&R) Group of DPAC. The P&R incorporates Aboriginal Heritage Tasmania, Aboriginal Partnerships, Policy and Intergovernmental and Disability Services and Reform.

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.

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:

To empower Tasmanian Aboriginal people, while supporting the wider community and government, to advance the recognition, management and protection of Tasmania's unique Aboriginal cultural heritage. To support the administration of the Aboriginal Heritage Act 1975 and provide specialist services and advice to assist stakeholders and land managers in meeting their obligations under the Act.

Duties:

- Undertake administrative and regulatory processes, using Aboriginal heritage management systems, to provide timely and accurate Aboriginal heritage advice to clients, stakeholders, government agencies, members of the Aboriginal community and the general public.
- Maintain the integrity and security of Aboriginal heritage management systems and Aboriginal heritage site data.
- Lead and support fieldwork to achieve effective Aboriginal heritage management outcomes.
- Lead and support projects, programs and initiatives in response to AHT business needs.
- Develop and maintain strong relationships with the Aboriginal community.
- 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.

Statement of Duties: **Archaeologist**

Level of responsibility:

Champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Band 1: The occupant is responsible for:

- Maintaining professional practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
- Maintaining quality control of outcomes;
- Ensuring that less qualified or experienced associates receive appropriate instruction, guidance and performance feedback;
- With experience, ensuring operational guidelines, systems and processes are applied appropriately to integrate related activities to meet specific objectives; and
- With experience, providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness.

Band 2 -The occupant is responsible for:

- Ensuring professional expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework.
- Providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise.
- Increasingly providing advice regarding the application of specific policies, rules, regulations and guidelines to program objectives.

Reporting structure:

The Archaeologist reports to the Manager, Operations; however, they may at times also be required to report directly to other members of the AHT Leadership team. Work is undertaken with general instruction initially, as the incumbent applies conventional practices, methods and standards to complete complex, diverse tasks. With experience, limited guidance and direction will be needed as the incumbent exercises increased independence, creativity, and initiative to meet complex operational challenges.

Selection criteria:

1. Knowledge and understanding of Tasmanian Aboriginal archaeology, ethnography and cultural heritage management practices, or the capacity to quickly acquire the required knowledge and understanding.

Statement of Duties: **Archaeologist**

2. An understanding of relevant government legislation, and the ability to exercise independent judgment when applying decision making tools to formulate reliable and compliant advice to a range of stakeholders.
3. Experience in researching, analysing, and critiquing cultural heritage assessments and other complex and diverse information to make informed and sound recommendations.
4. Excellent written and verbal communication skills and well-developed interpersonal skills enabling clear and effective communication of advice to non-specialists.
5. Experience and expertise in recording and documenting Aboriginal heritage for the assessment or management of archaeological or other cultural heritage sites.
6. Good organisational and project management skills to enable the coordination and management of a variety of tasks at the same time and accurate completion of tasks within pre-determined time frames.

Essential requirements:

- An honours or post-graduate degree relevant to the professional duties to be undertaken.

The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment).

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,

Statement of Duties: **Archaeologist**

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.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

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*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

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;

Statement of Duties: **Archaeologist**

- 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.