

# Statement of Duties

## Department of Premier and Cabinet

As at March 2024

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<b>Position title:</b>	Senior Aboriginal Heritage Assessment Officer
<b>Position number:</b>	003532, 003533
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 6
<b>Division/branch/section:</b>	Community Partnerships and Priorities/Aboriginal Heritage Tasmania
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (minimum 0.80 FTE, by negotiation)
<b>Location:</b>	Statewide
<b>Position status:</b>	Fixed
<b>Ordinary hours per week:</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Supervisor:</b>	Manager, Operations

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### 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](http://www.dpac.tas.gov.au)

**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:**

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:**

1. 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.
2. Research, analyse and assess a variety of proposals relating to the management and conservation of Aboriginal cultural heritage values, including reporting on impacts of complex project proposals, major developments and other land uses and developing mitigation strategies and solutions.
3. Review and develop Aboriginal Heritage Tasmania policies and procedures to guide and enhance provision of the team's services and systems, including maintain the integrity and security of Aboriginal heritage management systems and Aboriginal heritage site data.
4. Manage projects, coordinate project teams, and supervise staff as required.

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5. Liaise, consult negotiate with specialists within the Aboriginal Heritage Tasmania, other Branches, Divisions and external parties regarding regulatory and policy issues for the Division.
6. Represent the Department in meetings and consultations with project proponents, interest groups and stakeholders, other Agencies, and community groups.
7. 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:**

The occupant of the position is responsible for:

- Implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes.
- Management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of subordinate staff.
- Providing advice on the application of policy to systems and processes in meeting specified program objectives.
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

### **Reporting structure:**

Assessment Officer reports to the Manager – Operations, Aboriginal Heritage Tasmania.

Guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.

The occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment.

For work of a highly technically complex nature or with a varied range of activities, the occupant may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

### **Selection criteria:**

1. Detailed knowledge of legislation and policy relating to Aboriginal cultural heritage values management, particularly in Tasmania, or the demonstrated

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ability to rapidly acquire such knowledge. Demonstrated understanding of the principles of drafting legal / statutory instruments.

2. Knowledge and understanding of Tasmanian Aboriginal cultural heritage management and conservation practices, or the capacity to quickly acquire the required knowledge and experience.
3. Experience in researching, analysing, and critiquing cultural heritage assessments and other complex and diverse information to make informed and sound recommendations.
4. High-level liaison, communication and negotiation skills including the ability to convey complex technical information clearly, concisely and accurately in a manner understandable to non specialists. High level written communication skills.
5. Significant management skills and expertise to lead complex activities or program units to support the operation or functional area.
6. High level organisational and project management skills which enable the coordination, facilitation and conduct of a variety of tasks at the same time and accurate completion of tasks within pre-determined time frames.

### **Desirable requirements:**

- A Degree relevant to the professional duties to be undertaken, as provided by a university.
- A current motor vehicle driver's licence.

### **Essential requirements:**

Current Tasmanian Working with Vulnerable People Registration.

### **Special Employment Conditions:**

Some intrastate travel may be required, including overnight.

### **State Service Principles and Code of Conduct**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://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](http://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*.

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

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- 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.