



Culture Heritage Officer - Indigenous Identified Position

YYNAC is seeking a qualified Cultural Heritage Officer.

This is an “Indigenous Only” role under Special Measures of the EEO Act 2010 Section 12.

This role is responsible for:

- Assisting the Cultural Heritage Manager (CHM) provide feedback on the resource requirements for the required cultural heritage monitoring and informed consent consultation.
- Assisting to manage the YYNAC Site Monitors for Registered Aboriginal Party (RAP) under the Victoria Aboriginal Heritage Act 2006.
- Oversight of Cultural Heritage Management Plans (CHMP) contracts and reporting to the CHUM
- Manage the YYNAC cultural heritage booking requests.
- Maintain the roster and booking of YYNAC field reps.
- Schedule booking requests for all Cultural Heritage Management Plans (CHMP) meetings between the Project Sponsor, Heritage Advisor and the CHM.
- Taking minutes for the CHMP inception, standard and results meetings.
- Respond to Notice of Intents to prepare/amend/approve CHMP'S.
- Review and Evaluate CHMP'S.
- File and Log details on SharePoint.
- Invoice the Project Sponsor once a CHMP has been completed and approved by the CHM.
- Participate and supervisor YYNAC Site Monitors including but not limited to monitoring and sub- surface testing when required for Registered Aboriginal Party (RAP) under the Aboriginal Heritage Act 2006 (Vicotria).
- Assist with providing reports to Land Developers, Annual Reports to First People State Relations (FPSR) and progress updates in relation to CHMP'S and RAP activities.
- Assist to document Cultural Heritage sites as per the Aboriginal Heritage Act 2006 (Victoria).
- Development of Cultural Heritage Permits.
- Assist in protecting and advocating for Cultural Heritage sites in accordance with Aboriginal Heritage Act 2006 (Victoria) or as per directed by Yorta Yorta Nation Aboriginal Cooperation.

To be successful in this role you will have:

- A Certificate IV in Aboriginal Cultural Heritage & Land Management or relevant experience is necessary.
- A current Victorian Driver's License and Victoria Boat license is highly desirable.
- First Aid Level 1

Please email hrmanager@yynac.com.au or Contact Pauline Grima on [0458 006 404](tel:0458006404) for full position descriptions or any enquiries.

Applications close on 2 August 2022

We strongly encourage applications from Yorta Yorta peoples and other Aboriginal and Torres Strait Islanders and, people from culturally and linguistically diverse backgrounds and people with a disability.