



Yorta Yorta Nation Aboriginal Corporation (YYNAC) now has the following vacancy.

Culture Heritage Unit Manager – Full Time Fixed Term 12 Months

This is an exciting opportunity to head up our Cultural Heritage Unit.

About the Role

- Lead the YYNAC Cultural Heritage Unit responsibilities aligned with best practice in fulfilling our statutory functions under the Victorian *Aboriginal Heritage Act 2006* (the Act).
- Develop a comprehensive plan for YYNAC to address and manage tangible and intangible heritage to meet the aspirations of the Yorta Yorta People, expressed in the *Yorta Yorta Whole of Country Plan 2021-2030* and advised through the YYNAC Council of Elders.
- Provide authoritative, strategic and timely advice to the Yorta Yorta Council of Elders and the CEO on the functions of the Act and the *Aboriginal Heritage Regulations 2018*.
- Undertake meetings, respond to enquiries, and complete evaluation of applications, activities and projects proposed on Yorta Yorta country.
- Develop policies and processes that guide the management of the Cultural Heritage Unit as a supportive working environment.
- Leading, participating, and assisting with consultative meetings and presentations relevant to cultural heritage projects, programs, infrastructure, and development with stakeholders, including community groups, members of the public, state and local government, authorities and YYNAC members.
- Providing guidance through overseeing coordination of the Cultural Heritage Field Representatives, including documentation and reporting on results of field work including heritage protection and management.
- Develop and implement training programs, strategies and initiatives to assist Yort Yorta Elders and Community to identify and protect areas of cultural significance.
- Building collaborative links with other organisations and developing appropriate partnerships and joint projects.

About You

- A relevant tertiary qualification in archaeology, anthropology or cultural heritage management, or evidence of equivalent experience over a period of time.
- Knowledge and understanding of Aboriginal cultural heritage management, legislation, YYNAC aspirations, current challenges and opportunities.
- Demonstrated ability to communicate sensitively, respectfully and effectively with Aboriginal people.
- Demonstrated experience and ability in leading a team, supporting and mentoring people.
- Able to develop and maintain positive working relationships with stakeholders and communication skills and to connect on a business and cultural level.
- Ability to support the implementation and compliance with YYNAC policies, systems and processes, and comply with all OHS regulations and responsibilities.
- Experience and proficiency in use of computer software including Microsoft Office, Adobe, GIS applications, internet and email, and project management databases.
- A current Victorian Driver's Licence

What we offer you

- Salary packaging of \$15,900
- Attractive salary
- Access to free and confidential Employment Assistance Program

We strongly encourage applications from Yorta Yorta peoples and other Aboriginal and Torres Strait Islanders.

To apply or request a copy of the position description please email hrmanager@yynac.com.au