



Position Description	
Position Title:	Project Officer – Cultural Heritage
Location:	<i>Bendigo</i>
Term:	<i>Permanent</i>
Hours:	<i>Fulltime</i>
Salary:	<i>Starting from \$74,000</i>
Classification:	<i>SCHADS Award Level 4</i>
Reports to:	Program Manager – Cultural Heritage

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

The DDWCAC is also a Registered Aboriginal Party the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE). Our businesses include natural resource management, cultural awareness and tourism.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW people nominated the DDWCAC as the 'traditional owner group entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the DDW people.

Primary Purpose of the Position:

The Project Officer – Cultural Heritage will be required to work in conjunction with the other members of the cultural heritage team to identify, record and report on tangible and intangible cultural heritage within the agreed boundary of Dja Dja Wurrung country as defined in the Recognition and Settlement

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Agreement of 2013. The Project Officer will be responsible for oversight of the recording and reporting to meet the standards required under the *Aboriginal Heritage Act 2006* (Vic).

Accountabilities:

- Plan and implement archaeological surveys.
- Coordinate and supervise staff carrying out surveys and other activities in the field.
- Record and register Aboriginal cultural heritage (tangible and intangible) to meet the requirements of the *Aboriginal Heritage Act*.
- Assist in the negotiation and evaluation of Cultural Heritage Management Plans.
- Carry out research to inform projects being undertaken within the Corporation.
- Arrange meetings and liaise with sponsors, historical societies and the general public in relation to the management and protection of Dja Dja Wurrung culture.
- Undertake other duties as directed by the Program Manager Cultural Heritage.

Key Selection Criteria

- Eligibility to work as a Heritage Advisor in Victoria.
- Hold a current Victorian Driver's Licence.
- Experience in using Geographical Information Systems (QGIS preferred).
- Experience with the Victorian Aboriginal Heritage Register online system ACHRIS.
- Knowledge of Djaara Country and people, including previous work on Country.
- Knowledge of the Victorian Aboriginal Heritage Act and regulations.
- Good computer software skills, including Microsoft Word, Project, Excel, PowerPoint and **Outlook**.
- Have as a minimum an honours degree with a major in archaeology.

To work with the Dja Dja Wurrung Group, applicants must have:

- An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- A commitment to and understanding of Dja Dja Wurrung culture.
- A commitment to Aboriginal self-determination.

Personal Skills Required:

1. High ethical standards, personal integrity and high degree of self-motivation
2. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.
3. A commitment to safe work practices.



4. Excellent verbal, written and interpersonal skills, and a courteous and polite manner.
5. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.

CONTACT	
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