

Executive Officer, Office of the Victorian Heritage Council

An exciting opportunity has arisen for an Executive Officer for the Office of the Victorian Aboriginal Heritage Council (Office). This is an office within Aboriginal Victoria which forms part of the Victorian Department of Premier and Cabinet and is responsible for supporting the Victorian Aboriginal Heritage Council (Council).

Reporting to the Executive Director, Aboriginal Victoria and the Victorian Aboriginal Heritage Council, the Executive Officer is responsible for the day to day management of the Office, and for providing support to the Council in fulfilling its responsibilities in the following areas:

- Making decisions on Registered Aboriginal Party (RAP) applications and Managing, overseeing and supervising RAP operations
- To act as the co-ordinating body responsible for the overseeing, monitoring, managing reporting and returning of Aboriginal Ancestral Remains in Victoria
- Overseeing and monitoring the system of reporting and returning Aboriginal secret or sacred objects
- Managing the Aboriginal Cultural Heritage Fund
- Promoting and facilitating research into the Aboriginal cultural heritage of Victoria
- Promoting public awareness and understanding of Aboriginal cultural heritage in Victoria
- Producing a five-year State of Aboriginal Cultural Heritage Report
- Advising the Minister for Aboriginal Affairs and others on the protection and management of Aboriginal cultural heritage in Victoria.

To successfully perform in this position an excellent knowledge of issues relevant to Victorian Traditional Owners and demonstrated experience working at an executive level in similar roles within government or supporting an independent statutory authority, an Aboriginal organisation or board, would be an advantage. Extensive experience in providing high quality advice as a conceptual and analytical thinker will be an asset, and leadership experience in managing business units combined with exceptional communication and influencing skills will be highly valued.

To obtain a position description, please go to www.careers.vic.gov.au.

Applications close **midnight 15 November 2017**.