

Heritage Project Officer

Location: Negotiable within the Hume Region

Salary: \$68,884 to \$83,640 + Super

Position No: 50926088

- Stakeholder engagement
- End to end project delivery
- Location: Negotiable within the Hume Region

Assist with desktop and on-ground heritage and values assessments in order to protect and manage heritage, including cultural heritage sites and values in the Hume Region

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

The Department of Environment, Land, Water and Planning (DELWP) has a requirement to fill a vacancy for a Heritage Project Officer based in and supporting projects in north east Victoria. The Heritage Project Officer supports the delivery of professional services for the protection and management of Aboriginal and historic cultural heritage places, objects and values.

The successful candidate will have an appropriate qualification or demonstrated practical experience in Cultural Heritage Management, Archaeology, Anthropology and GIS skills (or an ability to acquire these skills). Knowledge of, and experience in the identification, protection, and management of Aboriginal and historic cultural heritage places, objects, and values. Additionally, they will have an understanding of relevant cultural heritage legislation and DELWP's Mungarin Gadhaba 'Achieve Together' Aboriginal Inclusion Plan 2016-2020.

This role is a support role to the Heritage Specialist. We require a committed team member to support the delivery of professional advice on the protection and management of Aboriginal and historic cultural heritage places, objects, and values. The successful candidate understands and is able to work in a partnership model and has a reliable collaborative approach when interacting with all internal and external stakeholders to DELWP, at all times.

The successful candidate will have a career to date that has seen them build strong, professional relationships; and a depth of experience and knowledge in engaging with Aboriginal people in a culturally appropriate way.

You are a highly motivated and responsive person with excellent end to end complex project management skills - from project planning through to project delivery. You are extremely comfortable working in a project environment with competing deadlines. You have delivered on objectives – yours that relate to your role, and the overall team's objectives. You show an agile approach to project delivery – working through bottlenecks methodically and apply systems thinking that enables you to think laterally when solving problems. All that you do will be underpinned by your exceptional ability to be highly organised.

You have a reputation amongst your peers for being proactive, a self-starter with excellent communication, facilitation and relationship building skills. These will be utilised as you navigate complex issues, conversations, expectations and the general demands and priorities of the role. You will be part of a flexible team and a high performing culture; this is a genuine opportunity to make a difference.

This is a fixed term position available until June 2020

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

To apply online and for further information on position description and selection criteria visit

www.careers.vic.gov.au

Applications close at midnight, Monday 16 September 2019.