



Culture Heritage Manager

Darumbal Enterprises Pty Ltd
Rockhampton, Rockhampton & Environs
Executive Position
Full time

Salary – to be discussed with the successful applicant. However, the annual salary will be in the range of \$125,000 to \$145,000, with added benefits, depending on the applicant's experience.

About the Role

Reporting to the Chief Executive Officer, the incumbent is responsible for building the internal capability of Darumbal People to run all aspects of the Cultural Heritage Unit and ensure that surveys and related services are conducted in a manner that is compliant with the Corporation's statutory rights and obligations, while providing benefits for all Darumbal people. A key priority of the position is the responsibility for quality assurance of surveys, management and reporting with a view to have a Darumbal qualified archaeologist/anthropologist located in the Cultural Heritage Unit.

The Cultural Heritage Manager will train and manage a pool of casual Cultural Heritage Workers, oversee, and develop strategies that support both the Cultural Coordinator (with responsibilities to the Socio Support Programs), and the introduction, training, and development of a Geographic Information Systems Officer.

This role carries responsibility to actively assist the CEO and other employees to promote the key organisational vision *"To build on our native title rights and status as first peoples to strengthen our culture and economy, pave the way for our young people and make positive contributions to the society that shares our Country"*.

About the Organisation

Darumbal People Aboriginal Corporation RNTBC (DPAC) is a non-profit organisation that acts on behalf of Darumbal people. The corporation promotes Darumbal culture, language, and customs. The Corporation advocates for traditional land management and are the traditional custodians of Darumbal country. DPAC primary function is as Trustee of the Native Title lands. There is a Charitable Trust which addresses issues relating to the social and economic disadvantages that are confronted by Darumbal people. There is also an administrative and operational arm – Darumbal Enterprises Pty Ltd.

Minimum Requirements of the Role

- Tertiary qualifications in Culture & Heritage related discipline.
- 5 years working experience in a similar management position.

Skills, Knowledge, and Ability

- A demonstrated understanding of, and previous experience working with Aboriginal & Torres Strait Islander people.
- A minimum of at least 8 years' experience working in Cultural Heritage with an Aboriginal managed organisation.

- A demonstrated Commitment to Aboriginal self-determination and self-management and strong and decisive leadership skills. High ethical standards, personal integrity, and good judgment.
- Demonstrated experience working as part of an executive team.
- A high level of written and oral communication skill.
- Ability to function in a multi-disciplinary team and ability to function independently.
- Knowledge and understanding of quality improvement processes.

Practical Requirements.

- Current C Class Drivers Licence (QLD) – essential.
- Current Queensland Blue Card (Working with Children and young people) or willingness to apply on successful appointment.
- Current Queensland White Card (Construction industry) or willingness to apply on successful appointment.
- Satisfactory Police Check.

Selection Criteria

- Demonstrated experience and record of achievement in one or more of the following fields: natural resource management, cultural heritage, business development, project management and policy development.
- Demonstrated specialist expertise in cultural heritage and stakeholder management. Providing examples of the specialist expertise used.
- Strategic land and resource planning: - demonstrated ability to conduct cultural heritage audits and develop plans that secure social, cultural, environmental, and economic benefits.
- Working knowledge of Aboriginal community aspirations and cultural resource management industry.
- Planning and organizational skills: implementing processes, tasks and resources required to achieve goals and find effective ways to deal with anticipated and unexpected barriers.
- Staff and workload management: managing staff, consultants, and meeting time critical deadlines.
- Information Technology: experience using computer software, in particular Microsoft Office, GIS software, internet and email, publisher and project management databases.
- Demonstrated interaction with relevant government departments and funding bodies, with the ability to achieve any contractual or agree performance criteria.

To Apply

All applications are to comprise a current resume and a covering letter outlining responses to each of the above stated Minimum Requirements of the Role, Skills, Knowledge, and Ability, Practical Requirements AND Selection Criteria. Applications that do not address the above criteria will not be considered.

All applications and other related documents are to be submitted to Mr John Lamb at john@lambwrc.com.au by 5:00 p.m. (AEST) on 13th May 2024.