



## Policy Officer

Location: Canberra, ACT

### Who we are

The Heritage, Reef and Marine Division works to conserve, protect and sustainably manage Australia's biodiversity and heritage.

The Heritage Branch is made up of five sections including Historic Heritage, Natural Heritage, Indigenous Heritage, International Heritage and Heritage Strategies. The Branch shapes national heritage policy implements the Australian Heritage Strategy, and supports the Australian Heritage Council. The Branch administers part of the Environment Protection and Biodiversity Conservation Act 1999; the Aboriginal and Torres Strait Islander Heritage Protection Act 1984; the Australian Heritage Council Act 2003 and the Underwater Cultural Heritage Act 2018.

There are several positions available across the Heritage Branch and a merit list will be developed to fill future vacancies.

### The Job

- Producing high quality written material requiring little or no revision before finalisation, including discussion papers, heritage assessments, agenda papers, Ministerial briefs, correspondence, contracts, web text and other documents
- Providing accurate and specialised advice on policies, programs and regulation for the conservation, protection and management of Australia's heritage, including working with relevant legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and the Underwater Cultural Heritage Act 2018.
- Anticipating and responding to stakeholder needs and expectations. Develop and support complex relationships with internal and external stakeholders.
- Assisting with the administration, strategy and policy development of our programs such as the Australian Underwater Cultural Heritage Program.
- Assisting with maintenance and development of databases including the Australian Heritage Database and the Australasian Underwater Cultural Heritage Database.

### Knowledge and experience required for the position(s):

- Qualifications, experience and/or skills applicable to the identification, conservation, protection of Australia's heritage is desirable (but not essential).

### Skills and capabilities

- Excellent verbal and written communication skills including the ability to research, analyse information and write quality heritage assessments and concise briefing papers. Ability to tailor communications to target audiences.
- Ability to contribute to a cooperative team environment; maintain team cohesion, ensure quality of outputs for the work area and facilitate the sharing of information. Ability to develop and support complex relationships with a diverse range of internal and external stakeholders.
- Ability to make timely decisions using good judgement, expertise and knowledge under limited guidance. Ability to make decisions governed by legislation or regulations, best practice principles or the agency's operating instructions and procedures.
- Ability to assist in the delivery of quality policy and logistical outcomes in set time-frames, including short-term organisational outputs and long-term organisational goals.

### How to apply:

To apply visit the Department's online recruitment system at: <https://awejobs.nga.net.au/cp/>

An up-to-date resume including the contact details of two referees is required.

To obtain more information about the position please contact Pamela Ricardi on (02) 6274 1218 or [pamela.ricardi@awe.gov.au](mailto:pamela.ricardi@awe.gov.au)

**Applications close: 11:00 pm (AEST) on Tuesday, 11 May 2021**

Flexible employment arrangements are available with the Department of Agriculture and Water Resources.

**WEB LINK**