# Department of Energy, Environment and Climate Action

Identified Position Description





## Position details

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| **Position title:** | Senior Heritage and Cultural Values Officer |
| **Position number:** | 50965578 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed Term until 30 June 2027 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations / Hume (FFOD) |
| **Work location:** | Flexible within the Hume Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, Heritage and Cultural Values |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Bart Smith, [bart.smith@deeca.vic.gov.au](mailto:bart.smith@deeca.vic.gov.au), 0417 292 186 |

Identified Position

This position is classified as an “identified position” aimed at increasing employment opportunities for Australian Aboriginal and/or Torres Strait Islander People. The position requires an in-depth knowledge of Aboriginal culture and an ability to communicate with Aboriginal communities. Australian Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

DEECA Aboriginal Employment and Development Support

DEECA is committed to support the self- determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu ‘Owning Our Future” Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf (delwp.vic.gov.au)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0038/483887/Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf)

Aboriginal employees are supported, connected, and developed with the assistance of DEECA’s Aboriginal Employment and Development Team. Employees can join the Aboriginal Staff Network (ASN). The ASN hold forums, workshops and development sessions to assist staff on their journey at DEECA.

For any questions/queries please email [aboriginal.employment@deeca.vic.gov.au](mailto:aboriginal.employment@deeca.vic.gov.au). We can assist you with your application and help to prepare you for this process.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

Position purpose

The Senior Heritage and Cultural Values Officer manages and supports the delivery of professional advice on the safeguarding and management of Aboriginal and historic cultural heritage places, objects, and values. The Senior Heritage and Cultural Values Officer is responsible for completing desktop and on-ground cultural heritage and values assessments to assist Regions and Districts to protect and manage cultural heritage during land management activities. These assessments are completed by working collaboratively with Traditional Owners, Registered Aboriginal parties, partner agencies, and Heritage Victoria.

Relationships are a key part of the role and the Senior Heritage and Cultural Values Officer will be required to maintain effective working relationships with Traditional Owners, Registered Aboriginal Parties, First Peoples State Relations, Parks Victoria, Country Fire Authority, Heritage Victoria and other agencies as required. DEECA works in partnership with these agencies and effective collaboration is essential to cultural heritage safeguarding and management on public land.

This position is classified as an “identified position” aimed at increasing employment opportunities for Australian Aboriginal and/or Torres Strait Islander People. The position requires an in-depth knowledge of Aboriginal culture and an ability to communicate with Aboriginal communities. Australian Aboriginal and/or Torres Strait Islander people are encouraged to apply. Mentoring will be provided to support the successful candidate to establish themself in the role. Extensive training and on-the-job support will also be available.

Context

**Group**

Bushfire and Forest Services (BFS) is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA’s works across the state in preparing for and responding to fire and other emergencies, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including meeting DEECA’s responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

**Division**

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

**Branch**

The Forest & Fire Planning Team is responsible for the delivery of operational (1-5 year) forest and fire management plans for delivery across the districts. Based on the strategic direction provided by FFOD State, the Planning Team will utilise risk analytics, specialist expertise and local knowledge to develop the annual Joint Fuel Management Plan and Operational Forest Management Plan (including forest management and roading works). In order to support district tactical planning and operational delivery, the Forest & Fire Planning Team will also undertake environmental, historic and cultural heritage values checking to ensure forest and fire management works can be delivered while appropriately mitigating any direct impact of the works on values.

The Forest & Fire Planning team will lead engagement with stakeholders and land managers to support meaningful input to regional operational plans, as well as support community engagement activities across the breadth of forest and fire program delivery in the region.

The Forest & Fire Planning Team will also lead the development of local strategic plans, under the guidance and direction of FFOD State and in line with the strategic frameworks developed by the Policy & Planning Division. This will include development and updating of the Forest Management Plans/Strategies, Bushfire Management Strategies and associated sub-strategies.

Accountabilities

* Manage and support the delivery of professional advice on the safeguarding and management of Aboriginal and historic cultural heritage places, objects, and values.
* Work with regional and state teams, Traditional Owners, and other agencies to ensure the safeguarding of Aboriginal and historic cultural heritage places, objects, and values is consulted respectfully and consistent with an integrated and valued approach.
* Provide advice regarding the safeguarding and management of Aboriginal and historic cultural heritage to assist the delivery of land management activities and works on public land. This includes but is not limited to advice on Cultural Heritage Management Plans, Cultural Heritage Permits, and Cultural Heritage Assessments.
* Ensure departmental and group requirements are met in accordance with legislative, policy, and procedural requirements.
* Identify emerging complex or highly sensitive issues impacting on the successful achievement of objectives and priorities and develop innovative solutions and options for successful outcomes.
* Collaborate and support a positive, delivery focussed culture that values and supports people, and is based on accountability, and trust.
* Actively contribute to relevant working groups, committees, and communities of practice to maintain and strengthen relationships
* Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people feel valued, safe and inclusive.
* To work effectively with Aboriginal and Torres Strait Islander peoples and acknowledge their diverse backgrounds, personalities and varying needs and the unique cultural ways in which they may be expressed.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* An appropriate qualification or demonstrated practical experience in Cultural Heritage Management, Archaeology or Anthropology, and appropriate Geographical Information system (GIS) skills or ability to acquire these.
* Knowledge of, and experience in the identification, safeguarding, and management of Aboriginal and historic cultural heritage places, objects, and values.
* An understanding of relevant cultural heritage legislation and DEECA’s Pupangarli Marnmarnepu 'Owning Our Future’ Aboriginal Self-Determination Reform Strategy 2020-2025
* Demonstrated skills, experience and knowledge of Aboriginal Culture and contemporary issues affecting Aboriginal Victorians today to deliver culturally informed government **programs and services** is required.

**Capabilities**

* **Interpersonal Skills:** Sees things from another’s point of view & confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
* **Strategic Planning:** Ensures that day to day planning and work processes are in line with team/organisation strategy; Identifies and develops own and team objectives linking strategies to actions to achieve these; Guides others in strategic planning process
* **Influence and Persuasion:** Gains agreement to proposals & ideas; Build behind the scenes support for ideas to ensure buy-in & ownership; Uses chains of indirect influence to achieve outcomes; Involves experts or other third parties to strengthen case.
* **Critical Thinking and Problem Solving**: Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.

Position specific requirements

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| Financial Delegation Value | $0 A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work * Manual handling * Use of hazardous substances * Emergency response work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply.  Non-VPS applicants will be subject to a probation period of six months. |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

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**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)