# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Heritage and Cultural Values Officer |
| **Position number:** | 50925900 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations; Gippsland (FFOD) |
| **Work location:** | Flexible within the Gippsland Region  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager, Cultural & Heritage Values |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Andrew Martin on 0437 122 539 or [andrew.d.martin@deeca.vic.gov.au](mailto:andrew.d.martin@deeca.vic.gov.au) |

Position purpose

The Senior Heritage and Cultural Values Officer provides expert advice on the protection and management of Aboriginal and historic cultural heritage places, objects, and values. The role is responsible for completing desktop and on-ground cultural heritage assessments to assist Regions and Districts to protect and manage cultural heritage during forest and fire management activities. These assessments are completed by working collaboratively with regional and district staff, Traditional Owners, Registered Aboriginal Parties, partner agencies, First Peoples State Relations and Heritage Victoria.

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

* Provide professional advice on the protection and management of Aboriginal and historic cultural heritage places, objects, and values during the planning and delivery of forest and fire management activities and works on public land.
* Work effectively with regional and state teams, Traditional Owners, Registered Aboriginal Parties, Aboriginal Victoria, Parks Victoria, and other agencies to ensure the consistent, integrated, respectful and valued approach to the protection of Aboriginal and historic cultural heritage places, objects, and values.
* Provide advice in line with current legislative requirements for the protection and management of Aboriginal and historic cultural heritage including advice for the provision of Cultural Heritage Management Plans, Cultural Heritage Permits, and other statutory approval processes as needed.
* Ensure departmental and group deliverables are met in accordance with regional planning processes and timeframes.
* Identify and communicate about emerging complex or highly sensitive issues, risks and trends impacting on the successful achievement of objectives and priorities in the region, as well as contribute to developing solutions.
* Actively contribute to and support a positive, open, delivery focussed culture that values and supports people, and is based on collaboration, accountability, and trust.
* Participate in DEECA’s membership of relevant working groups, committees, and communities of practice and attend these meetings and forums as required.
* Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

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 working with the key pieces of legislation for heritage protection and management, with particular emphasis on The Aboriginal Heritage Act and The Heritage Act for the identification, protection, and management of Aboriginal and historic heritage places, and objects.

**Capabilities**

* **Resilience:** Gives frank and honest feedback/advice. Listens when ideas are challenged, seeks to understand the nature of criticism & respond constructively; Displays confidence and conviction when communicating an opinion.
* **Partnering and Co-Creation:** Identifies and partners with users/stakeholders/experts to ensure active collaboration in the design process to understand user needs, obtain ideas, insights and input. Ensures decisions are made within agreed timeframes.
* **Critical Thinking and Problem Solving**: Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions; 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.
* **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.

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’.

**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).

**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)