

## **Heritage project officer position**

**Location:** Perth or Paraburdoo based

Yinhawangka Aboriginal Corporation RNTBC is currently seeking for a **Heritage Project Officer** on a fixed term basis. The term of the contract is until 31 December 2024, aligned with the funding provided for the position.

*Aboriginality is a genuine requirement for this position as defined under Section 50 (d) of the Equal Opportunity Act 1984.*

### **About YAC**

Yinhawangka Aboriginal Corporation RNTBC ("YAC") is the registered native title body corporate for approximately 10,000 sq.km around Paraburdoo in the Pilbara of Western Australia which is held in trust for approximately 350 Yinhawangka people. YAC is experiencing significant growth and it is envisaged that this position will develop, you will require flexibility and openness to change.

### **About the Role**

The primary responsibility of the Heritage Project Officer role is to support the Heritage Native Title Manager. Your main focus will be on contributing to the planning and delivery of heritage projects and initiatives to achieve strategic goals.

**Random drug & alcohol screenings apply to this role and all other positions.**

### **Key responsibilities**

- Support Heritage Native Title Manager and contribute to the planning and delivery of heritage projects and initiatives to support the achievement of strategic priorities and directions.
- Contribute innovative ideas to enhance heritage project outcomes and achieve strategic goals.
- Perform other duties as directed by the manager.

### **Key selection criteria**

- Aboriginality is a genuine requirement for this position as defined under Section 50 (d) of the Equal Opportunity Act 1984.
- Knowledge of Yinhawangka people and country.
- Knowledge of legislative and regulatory requirements pertaining to heritage conservation.
- Demonstrated experience in a similar role.
- Excellent written and verbal communication, and interpersonal skills.
- Strong organisational skills.
- Ability to take initiative.
- Basic computer skills.
- Excellent work ethic and strong time management skills.
- **Mandatory:** WA Class C driver's licence.
- National police clearance (not older than six months)

**How to apply:**

Please email us at [heritage@yinhawangka.com.au](mailto:heritage@yinhawangka.com.au).

**Applications close on Tuesday 30 April 2024.** Yinhawangka Aboriginal Corporation RNTBC will review the applications as they come through and reserves the right to close the advertisement prior to the closing date in the event that the position is filled.