

Project Support Officer (Temporary Casual)

\$30.55 per hour, (1 day or equivalent per week)

Under s 25 of the *Anti-Discrimination Act 1991 (Qld)*, it is a genuine occupational requirement of this position that it be filled by a person of Aboriginal and/or Torres Strait Islander descent

The Gunggari Native Title Aboriginal Corporation RNTBC (GNTAC) is seeking Expressions of Interest from Gunggari people for the above position.

The main responsibilities of the role are to lead a Cultural Heritage Survey Team to undertake cultural heritage site surveys at Mount Moffatt National Park and to assist with input of all relevant cultural heritage materials and information held at the GNTAC office into an online database purchased for the project. This includes data captured through the cultural heritage site surveys.

The ideal candidate will have strong cultural values, understand cultural protocols, and be of Gunggari descent.

The position reports to the GNTAC Cultural Heritage Coordinator, and is based in Mitchell, Qld.

Skills and Attributes

- Understanding of, or ability to rapidly acquire an understanding of, the statutory and regulatory operating environment for Cultural Heritage and Mapping Standards.
- Sound knowledge of, or ability to rapidly acquire knowledge of, how to identify and record Gunggari cultural heritage sites and artefacts in the context of a whole-of-Country cultural landscape.
- Provide leadership and support to a team to undertake training and field work for recording of cultural heritage information.
- Strong communication skills with a wide range of stakeholders.
- Broad project administrative skills, including:
 - the ability to negotiate, develop and coordinate a cultural heritage survey program;
 - manage information management systems such as online databases,
 - word processing skills, and
 - ability to manage a project budget and provide timely and accurate reporting as required for the project

- Ability to occasionally work irregular hours, including weekends.

Applicants must be willing to provide written evidence from a registered medical doctor of their fitness and ability to work for extended lengths of times in sometimes remote locations.

How to Apply

If you would like to join our team, please submit **your Resume and Expression of Interest outlining how you meet the above skills and attributes** to culturalheritage@gunggaripbc.com.au.

A position description is attached below.

Applications close **26th March 2022**.

Position Description

Project Support Officer (Temporary Casual)

The Gunggari Native Title Aboriginal Corporation RNTBC (ICN 7725) (GNTAC), is the prescribed body corporate for the purposes of sections 56 and 57(2) of the *Native Title Act 1993* (Cth) for the determined native title claims QUD6027/2001, QUD 548/2012 and QUD19/2019 for the Gunggari People. The corporation is also the registered Cultural Heritage Body under the *Aboriginal Cultural Heritage Act 2003* (Qld) for these areas, including the Mount Moffat section of Carnarvon Gorge National Park.

In line with our Strategic Plan, we aim to ensure environmentally, culturally and economically sustainable development of our Country. The long-term aim is to protect Gunggari cultural heritage and sites and to manage cultural heritage work more efficiently.

Overview of the Position

The position is a project role with components of field work, leadership and administrative duties to undertake a site survey and management plan project. The aim of the project is to create and maintain an online database that includes all relevant cultural heritage materials and information held at the GNTAC office, including data captured through the cultural heritage site surveys.

Key Responsibilities

- Organise a small, voluntary cultural heritage survey team to conduct cultural heritage site surveys at Mount Moffatt National Park.
- Provide leadership, support and assist in training of the cultural heritage survey team.
- Negotiate a schedule of site surveys at Mount Moffatt National Park with Qld Parks and Wildlife Service and Partnerships.
- Purchase data capture equipment, personal safety and other equipment relating to the project, where required.
- Organise travel and accommodation for the cultural heritage survey team and participate in field trips when necessary.
- Accurately record site data, verify and update information to the Gunggari cultural heritage database.
- Work with the GNTAC Cultural Heritage Coordinator to input data relating to cultural heritage materials and information held at the GNTAC office.
- Work with the GNTAC Cultural Heritage Coordinator to ensure budget is acquitted and reporting requirements are met with invested parties.
- Ensure that all activities, processes, and protocols meet the best practice standards of the *Australia ICOMOS Charter for Places of Cultural Significance*, *The Burra Charter, 2013* (Burra Charter) and the *Queensland Cultural Heritage Act 2003*.
- Maintain accurate business records.

Key Selection Criteria

Essential

- A demonstrated understanding of protocols and respect for Gunggari Elders, traditions and lore.
- Understanding of the need for confidentiality and demonstrated ability to manage sensitive information.
- Understanding of, or ability to rapidly acquire an understanding of, the statutory and regulatory operating environment for Cultural Heritage and Mapping Standards.
- Ability to lead and support a small team to undertake training and field work for recording of cultural heritage information.
- Demonstrated strong written and verbal communication skills with a wide range of stakeholders.
- Broad administrative skills, including:
 - The ability to plan and coordinate project logistics;
 - Manage records and develop basic records management systems; and
 - Word processing skills.
- Ability to use technology appropriate to the project.
- Current Open Drivers License.
- Ability to work irregular hours, including weekends.

Desirable

- The ideal candidate will be a member of the Gunggari Native Title Aboriginal Corporation.
- High-level skill in the use of Microsoft Office suite of software.
- Experience with or willing to learn cloud-based recording systems.
- Experience with or willing to learn GPS, Apps, iPhone, iPad and laptop computers.