

Job and Person Specification

Title of Role:	Senior Project Officer (Heritage)	Remuneration Level:	ASO7
Business Unit:	Aboriginal Heritage	Type of Appointment:	Term
Division:	Aboriginal Affairs and Reconciliation (AAR)	Position Number:	(multiple)

Approval



16 November 2025

Delegate

Date

Primary Purpose

The primary purpose of the Senior Project Officer (Heritage) is to administer the *Aboriginal Heritage Act 1988* (Act), provide high-level and culturally sensitive advice suited to a range of internal and external stakeholders and consulting and working with Traditional Owners, Aboriginal people and organisations, the State Aboriginal Heritage Committee (Committee), government entities and land use proponents.

Reporting Relationships

- Reporting to Manager Aboriginal Heritage

Key Relationships/Interactions

- Consultation, interaction and liaison with Aboriginal communities, organisations and individuals across the state.
- Provision of advice to AAR and senior staff in relevant Commonwealth, state and local government agencies.
- Liaison and communication with a range of external stakeholders, including the Crown Solicitors Office (CSO), business/industry representatives, research and education institutions, non-government organisations and community groups.

Key Challenges

- Assessing complex and sensitive Aboriginal heritage issues and applications for authorisations, determinations and delegations under the Act, in the context of complex cultural, political, environmental and legal contexts.
- Maintaining complex relationships and balancing competing expectations and priorities in the context of administering the Act including to ensure that Traditional Owners are engaged, and Aboriginal heritage is sensitively and appropriately managed
- Providing culturally sensitive advice on complex Aboriginal heritage issues to a range of internal and external stakeholders including the federal, state, and local government agencies, project proponents, the Minister and the State Aboriginal Heritage Committee.

Special Employment Conditions

- Regular travel in regional and remote South Australia may be required, including overnight stays.
- Out of hours work will be required from time to time.
- Possession of a current driver's licence and willingness to drive is essential, including off-road in a 4WD vehicle.



AGD Conditions

- Effectively embed AGD People and Leadership Expectations into all actions, activities and work processes
- Participate in bi-annual Performance Development Plan (PDP)
- Proactively seek learning opportunities, including in the timely completion of all mandatory training requirements
- Comply with the Code of Ethics for the South Australian Public Sector, relevant legislation and AGD policies and procedures
- Employment is dependent upon a compliant National Police Certificate that the AGD finds satisfactory.

Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's voices in the community and workplace.

Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include

- Flexitime
- Part-time
- Job Sharing
- Compressed weeks
- Work from home or telework arrangements
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Senior Project Officer (Heritage) is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Stakeholder engagement, awareness and advisory functions</p>	<ul style="list-style-type: none"> • Manage and facilitate consultation with Aboriginal parties, Traditional Owners and the Committee under s13 of the Act, including chairing and presenting at public meetings, and liaising with and recording the views of Aboriginal people. • Provide high-level, timely, research and strategic policy advice suited to a range of internal and external stakeholders on complex, political and culturally sensitive Aboriginal heritage matters including major projects, mining exploration tenements, and applications made under federal legislation. • Undertake research and analysis, and prepare clear and concise reports, minutes, policy papers, reviews, submissions and briefings. • Initiate, develop and maintain strong relationships with a range of stakeholders and Aboriginal interest groups regarding projects that have potential significant impact on the economic development of the State. 	<ul style="list-style-type: none"> • Engagement with stakeholders is professional and creates an understanding of Aboriginal heritage conservation and the Act. • Internal and external stakeholders are provided with clear and timely written and verbal advice that is relevant to their businesses, development plans or legislative obligations.



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Stakeholder engagement, awareness and advisory functions</p>	<ul style="list-style-type: none"> • In the context of the Act, collaborate with, and provide best-practice advice and analysis to Aboriginal communities, heritage organisations, developers, state government agencies, local councils and other stakeholders on sensitive issues relating to land use, planning and development, natural resource management, Aboriginal heritage protection and native title. • Develop, plan and implement programs of work that improve awareness of Aboriginal heritage among developers, land-use proponents, state government agencies, local councils and other stakeholders. • Participate in and represent AAR in intra-government and external working groups with a view to promoting and increasing awareness of the Act to educate stakeholders on their responsibilities and a focus on best-practice Aboriginal heritage management. • Provide assistance to, and undertake projects that support other areas of business across AAR as required by the Manager Aboriginal Heritage, Director AAR and Executive Director AAR. 	<ul style="list-style-type: none"> • Professional representation of AAR in relevant forums and committees promotes awareness of the Act and best-practice Aboriginal heritage management.
<p>Compliance functions</p>	<ul style="list-style-type: none"> • Administer applications for authorisations, determinations and delegations under the Act efficiently and in accordance with the principles of procedural fairness and natural justice. • Work closely with Aboriginal communities, state and federal government agencies, local councils and other stakeholders in planning, leading, implementing and supporting significant ad hoc projects, including amendments to the Act, other legislation, analysing court decisions and providing information as required to support legal proceedings. • Review and prepare written assessments of heritage reports, management plans, legal agreements and other documents to assess whether they satisfactorily consider Aboriginal heritage. • Ensure compliance with the Act, including responding to complaints received from the public about possible breaches of the Act and undertake investigations into potential breaches of the Act, including the collection of evidence and preparation of reports and briefings. • Provide support and advice for investigations into potential breaches of the Act, including the preparation of reports and briefings and liaising with the CSO and Manager, AAR, AGD Executive and the Minister where required, regarding the interpretation and application of legislation. • Act, where required, as an Aboriginal heritage inspector pursuant to s15 of the Act, and assist with the training and work of other inspectors. 	<ul style="list-style-type: none"> • The Act is administered effectively. • Applications for authorisations, determinations and delegations under the Act are administered in a timely and efficient manner and in accordance with the principles of procedural fairness and natural justice.

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Contribute to Culture</p>	<ul style="list-style-type: none"> • Display constructive behaviours in line with AGD's people expectations of self-awareness, building trust, and building teams. • Seek feedback and review personal performance. • Develop effective working relationships, be approachable and work cooperatively with others to achieve outcomes. • Communicate proactively and prioritise workload effectively, asking for guidance and negotiating deadlines where appropriate. • Identify and undertake personal professional development. • Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> • Feedback on performance from peers and leaders is positive. • Priorities are effectively communicated and negotiated. • Personal development is undertaken. • Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered. • Respectful behaviour observed when faced with diversity/differences in opinion.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • A tertiary qualification in laws is preferred, or alternatively archaeology or anthropology (or equivalent relevant experience). • Demonstrated ability to work under broad direction in critically analysing complex problems and applying significant rigour, judgement, initiative, project management and change management techniques to develop innovative and effective solutions. • Significant experience in developing, interpreting and analysing strategy or policy, identifying priorities and providing succinct written reports and briefings to senior executives in government. • Demonstrated resilience, persistence, and an ability to deal with conflict and competing viewpoints. • Experience in working in a complex political and legal environment, applying the principles of natural justice and procedural fairness. • Demonstrated ability to prepare and provide engaging and effective verbal presentations in a professional manner to groups of stakeholders of all sizes at public meetings. • Demonstrated ability to communicate effectively and work collaboratively to develop and manage relationships across diverse interests, and implement solutions with a wide cross section of stakeholders, including senior government staff and community stakeholders.
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Knowledge and understanding of native title, Aboriginal heritage (particularly in the context of the Act), and an awareness of the significance of heritage and culture to Aboriginal identity. • Experience in working with Aboriginal communities and organisations, and in engaging and consulting with Traditional Owners, Aboriginal communities and organisations regarding sensitive matters.



Behavioural Capabilities and AGD People Expectations

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are also expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams. Descriptors below detail the behavioural capabilities required for performance in the Senior Project Officer (Heritage). KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Element	Behaviours
Strategic Focus (Tactical)	<ul style="list-style-type: none"> • Actively promotes goals and strategic direction. • Translates strategies and goals into achievable plans. • Ensures work goals are linked to the bigger picture. • Adopts and manages a balanced approach to risk aversion and risk taking. • Considers the broader political environment and context when decision making. • Sets aside time to engage in forward planning for his/her area of responsibility. • Drives effective change. • Promotes creative and innovative thinking.
Results Orientation (Tactical)	<ul style="list-style-type: none"> • Provides clear direction on how to achieve outcomes. • Develops plans with clear outcomes and supports others to achieve these. • Is accountable for the delivery of quality, timely and cost-effective results. • Critically evaluates the problem in its entirety before identifying and implementing best possible solution. • Confidently makes decisions showing good judgement. • Effectively prioritises and re-negotiates tasks as needed. • Reviews performance and seeks opportunities to implement continuous improvement.
Service Delivery Excellence (Tactical)	<ul style="list-style-type: none"> • Identifies trends, potential problems and opportunities and incorporates into plans. • Identifies and manages capability and expertise of the workgroup to achieve outcomes. • Promotes and ensures a strong focus on internal and external customer service. • Effectively manages and coordinates resources for optimal outcomes. • Promotes a culture of financial responsibility, accountability and awareness. • Sets clear performance standards that are linked to business unit outcomes. • Effectively manages their own, individual and team performance and contribute to the business unit. • Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance. • Provides leadership and support for those they manage in dealing with staff performance issues.



<p>Relationship Management (Tactical)</p>	<ul style="list-style-type: none"> • Represents the agency and public sector effectively in public and government forums. • Effectively identifies, manages and resolves conflict. • Maintains awareness of the political context and acts accordingly. • Develops effective working relationships and internal and external networks. • Appropriately identifies and collaborates with relevant stakeholders. • Shares information and knowledge. • Tailors approach and communication style to suit the situation and audience. • Identifies opportunities to negotiate for improved outcomes. • Actively listens and communicates in a clear and concise manner.
<p>Professional Approach and Drive (Tactical)</p>	<ul style="list-style-type: none"> • Builds a culture of respect and high ethical standards. • Promotes diversity and uses this to enhance outcomes. • Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues. • Willing to put own views forward and challenges opposing views in a respectful manner. • Identifies and considers risk in decision making. • Remains positive and recovers quickly from setbacks. • Promotes adaptability in dealing with change. • Seeks opportunities to strengthen areas for development. • Seeks feedback on performance and engages in self-reflection. • Promotes a high standard of wellbeing for self and others.

