

SENIOR HERITAGE ADVISOR

Position Level: L6

Location: Perth/Pilbara

Effective Date: August 2026

Responsibilities

The Senior Heritage Advisor ensures that Pilbara Ports meets its cultural heritage compliance and stewardship obligations by providing trusted advice, supporting informed risk management and delivering effective solutions on cultural heritage matters.

Reporting

The Senior Heritage Advisor reports to the Environment & Heritage Manager.

Accountabilities

Result Area	Major Activities
1. Safety and People:	Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. Identify actions and changes that lead to continuous improvement of a safe work environment; both physically and psychologically.
2. Integrated Management Systems:	- Develop and comply with the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. - Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. - Demonstrate a positive commitment to Pilbara Ports' environmental processes and ISO 14001-aligned management system.
3. Cultural Heritage Compliance and Approvals:	- Monitor Pilbara Ports and third-party operations within Pilbara Ports-controlled landside and waterside areas to verify cultural heritage performance and compliance. - Develop, manage and implement monitoring and assurance processes for Pilbara Ports to ensure compliance with cultural heritage obligations. - Maintain compliance obligations and support statutory reporting required by approvals, permits, licences and applicable environmental legislation. - Provide timely advice to the Environment and Heritage Manager on actual or potential non-compliance, environmental risk and required corrective or preventive actions.

	• Prepare, coordinate and obtain cultural heritage approvals, permits and supporting documentation for operations and development projects. • Lead the development and continual improvement of the Cultural Heritage Strategy, Cultural Heritage Management Plan and associated procedures, recommending necessary controls relevant to the activities. • Monitor and advise on changes to cultural heritage policy and legislative environment to ensure Pilbara Ports remains compliant with its cultural heritage obligations. • Lead and assist with incident investigation, response, corrective action tracking and regulatory notification or reporting, as required.
4. Cultural Heritage Assessment & Advice:	• Maintain the integrity of cultural heritage data and information systems, including data administration, quality assurance, error correction and system improvement. • Lead the assessment and provision of cultural heritage advice on Pilbara Ports and customer projects, developments and initiatives, and implement assurance activities to demonstrate compliance with heritage protection legislation, statutory approvals, and cultural heritage management commitments.
5. Cultural Heritage Communication and Engagement:	• Support Pilbara Ports' engagement with State and Commonwealth regulators and First Nations people, to maintain positive relationships and open and productive lines of communication for all cultural heritage matters. • Lead the development and implementation of tools that promote education and awareness of the cultural heritage obligations of Port users (including Pilbara Ports employees, contractors, and customers). • Anticipate, identify, and manage emerging cultural heritage risks and opportunities for Pilbara Ports and its customers, providing proactive and reactive advice and support to the business. • Engage and collaborate with ports, industry, and other stakeholders on cultural heritage matters, including Ports WA, Ports Australia and other stakeholder reference and working groups
6. Other duties	• Participate in incident and emergency response, including oil spill response, investigations and reporting. • Undertake other duties within the scope of the role as directed by the Environment and Heritage Manager.

Selection Criteria

Qualifications:

- Tertiary qualifications in an applicable Science or related discipline.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports values of Safety, Excellence, Teamwork, Integrity and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Exhibits a collaborative communication style that actively engages with team members to achieve goals
- A proactive, solutions focussed attitude with the ability to analyse problems and identify solutions
- Exhibits a positive attitude and is motivated to achieve.

Work Related Requirements:

- Demonstrated cultural heritage experience preferable with stakeholder engagement responsibilities in a port or industrial setting.
- Experience undertaking, managing and improving heritage monitoring programs.
- Proven ability to assess operational activities to identify cultural heritage issues and recommend practical management measures.
- Excellent understanding of and, demonstrated experience with State, and Commonwealth environment and/or heritage legislation and standards.
- Highly developed written and verbal communication skills including the ability to achieve clarity and outcomes through consultation, negotiation and constructive influence.
- Knowledge and experience in project management (desirable).

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card are prerequisites for positions with Pilbara Ports.