

SENIOR HERITAGE ADVISOR

Position Level: L6

Location: Perth

Effective Date: October 2024

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 Manager Environment & Heritage.

Accountabilities

Result Area	Major Activities
1. Safety and People	<ul style="list-style-type: none"> • 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 Pilbara Ports continually improving its safe work environment; physically, psychologically, and culturally. • Lead and implement practices that improve safety and inclusion as outlined in Pilbara Ports Leadership Capability Framework.
2. Integrated Management Systems	<ul style="list-style-type: none"> • Comply with the systems that ensure Pilbara Ports complies with all applicable codes including all 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. • Ensure all statutory obligations are met, and standards are achieved.
3. Cultural Heritage Compliance	<ul style="list-style-type: none"> • Develop, manage and implement monitoring and assurance processes for Pilbara Ports to ensure compliance with cultural heritage obligations. • Provide advice on issues of non-compliance and corrective actions/improvements required. • Lead the preparation and submission of cultural heritage approvals applications in support of Pilbara Ports' compliance obligations and development project schedules. • 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 and overarching Environmental Management System requirements to manage those activities at the Port. • Prepare compliance reporting in accordance with statutory approvals/permits or as required under the relevant cultural heritage legislation/regulations.

	<ul style="list-style-type: none"> • Monitor and advise on changes to cultural heritage policy and legislative environment to ensure Pilbara Ports remains compliant with its cultural heritage obligations.
4. Cultural Heritage Assessment & Advice	<ul style="list-style-type: none"> • Maintain Pilbara Ports Heritage Database, including the administration of data, identification and correction of errors and the implementation of updates and improvements. • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Other tasks as directed by the Manager Environment and Heritage including, but not limited to: <ul style="list-style-type: none"> ○ Incident investigation and reporting. ○ Incident response, including oil spill response.

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 including experience with Environmental Management Systems to ISO14001 standard.
- 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.