



Kokatha Aboriginal Corporation RNTBC
 ABN: 17 649 502 722 ICN: 8093

JOB AND PERSON SPECIFICATION

Position:	Heritage Operations Coordinator
Reports To:	GM Operations
Award/Classification:	Award Free
Employment Status:	Permanent, full-time

Kokatha Vision

Kokatha's vision is to improve the lives of Kokatha people.

By building a strong economic base, the Kokatha group is providing long term independence for Kokatha people by providing employment, education and enterprises opportunities, career pathways and self-development for current and future generations.

Kokatha People

The Kokatha People are the Traditional Owners of a large area of land in the northern region of South Australia, estimated to extend over 140,000 square kilometres. Traditionally the Kokatha people have been associated with the land that is to the north of Port Augusta, stretching from Lake Torrens in the east to the Gawler Ranges in the West. This includes the land surrounding BHP's Olympic Dam operation near Roxby Downs and the copper-gold project at Carrapateena.

Kokatha Aboriginal Corporation (KAC)

The Kokatha People decided to form the Kokatha Aboriginal Corporation (KAC) in 2014 to be the Prescribed Body Corporate and to become the Registered Native Title Body Corporate for the determined areas pursuant to section 57(2) of the Native Title Act 1993 (Cth) and to hold on trust the native title rights and interests of the Common Law Holders. In 2021 KAC was appointed as the Recognised Aboriginal Representative Body (RARB) for its native title determination area under Part 2B of the Aboriginal Heritage Act 1988 (SA). As per the [KAC Rule Book](#), KAC exists to protect and manage the native title rights, cultural heritage, and interests of the Kokatha people to promote their social, economic and cultural wellbeing.

Primary Purpose of the Position

The Heritage Operations Coordinator is responsible for the operational planning, coordination, and delivery of heritage services operations, ensuring activities are executed safely, efficiently, and in alignment with cultural guidance provided by the Senior Cultural Heritage Manager.

The role oversees workforce coordination, logistics, client engagement, and operational performance to support the effective delivery of heritage surveys, monitoring, and related services.

The role works in close partnership with the Senior Cultural Heritage Manager, who provides cultural authority and guidance on all heritage matters. All heritage and cultural matters must be undertaken in consultation with, and where required, endorsed by the Senior Heritage Manager

Job Description

Leadership and People Management

- Develop and implement workplans, budgets, policies and procedures that guide delivery of work.
- Provide leadership, direction and guidance in the management of resources, workforce and activities.
- Ensure reports and recommendations are prepared for resources (people, plant, equipment, and assets) considered necessary for efficient operations.
- Ensure the fair and equitable allocation of Heritage Services personnel across all activities, considering skills, experience, and availability, and consulting with the Senior Cultural Heritage Manager to inform culturally appropriate allocation

Culture & Heritage Operations

- Ensure all Kokatha Native Title and Heritage interests are recognised and protected, provide advice and support as required.
- Develop and implement a communication strategy that supports Kokatha people to understand KAC employment policies, practice, expectations and asset management.
- Create and facilitate a training program and engagement plan to support employment of Kokatha people in the Heritage Services team.
- Oversee the management of the Heritage Services vehicle fleet, including allocation to personnel, servicing and maintenance schedules, registration, insurance, and compliance requirements, ensuring vehicles are maintained in a safe, reliable, and operational condition

Stakeholder Management

- Maintain and enhance partnerships and agreements with stakeholders to ensure that all Culture and Heritage interests are recognised and protected in collaboration with the senior culture and Heritage Manager
- Engage with the community as appropriate to ensure Culture Heritage is managed for the benefit for all Kokatha people.
- Support the delivery of cultural awareness outcomes as guided by the Senior Cultural Heritage Manager

Financial Management

- Manage relevant budgets to ensure that achievement of the business objectives while maintaining effective cost controls.
- Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, programming and statutory requirements including analysis, reporting of results and supporting recommendations

Compliance & Safety

- Monitor and establish staff training, qualifications and compliance checks to ensure they are current and accurate.
- Ensure all employees are compliant with relevant WH&S legislation and that any issues are identified and resolved appropriately.
- Comply with all relevant legislation and regulatory standards.
- Ensure all business practices are professional, ethical and comply with relevant legislative requirements and professional standards.

Collaboration with Senior Cultural Heritage Manager

- Work in close partnership with the Senior Cultural Heritage Manager to ensure all activities

- align with cultural protocols
- Ensure no heritage activity is undertaken without appropriate cultural input and endorsement from the Senior Cultural Heritage Manager
- Implement operational decisions in accordance with cultural advice

Person Specification

Essential:

- Extensive knowledge and understanding of Kokatha Native Title, heritage, language, lore and culture.
- Commitment to the advancement of the interests of the Kokatha people.
- Demonstrated ability to lead and develop a team.
- Excellent verbal and written communication skills, and the ability to engage with all stakeholders, and to maintain high levels of confidentiality.
- Demonstrated experience in working with Indigenous peoples, government agencies, NGO's, and the development and maintenance of relationships with these stakeholders.
- Ability to deliver appropriate cultural respect training.
- High level computer literacy, sound working knowledge of Microsoft Office software.

Desirable

- A good knowledge and understanding of the SA Heritage Act 1993
- A good knowledge and understanding of the Commonwealth Native Title Act 1993

Licences & Clearances:

- Current valid driver's licence (essential).
- National police clearance and other clearances as required (essential).--+

