



Position Description Form			
Position Title:	Director of Cultural Heritage	Location:	Sydney, Canberra, or Melbourne
Reports To:	CEO/Executive Lead	Direct Reports	3
Salary Range	\$145,000 - \$170,000		

Role Purpose

The Director of Cultural Heritage will manage the cultural heritage project team and working closely with the Executive Lead of the First Nations Heritage Protection Alliance (FNHPA) and the CEO of the National Native Title Council and the role encompasses planning, project management, stakeholder collaboration, high level policy and program execution to meet external deadlines.

Aboriginal and/or Torres Strait Islander candidates are strongly urged to apply.

This role involves regular travel, particularly to Canberra and other domestic locations.

Who We Are

Working in a dynamic sector the National Native Title Council (NNTC) is the peak body for the native title sector. Our members are made up of the Traditional Owners of Australia's lands, waters and resources, and their representative bodies. Through the native title system, we advocate for the rights and interests of all First Nations people.

The NNTC is the secretariate for the First Nations Heritage Protection Alliance (FNHPA) who are leading the cultural heritage legislative reform work in partnership with the Australian Government. This role will work closely with the FNHPA and other First Nations leaders.

We support First Nations peoples' right to true self-determination – their right to speak for and manage their own Country, to govern their own communities, to participate fully in decision-making and to self-determine their own social and economic development. www.nntc.com.au

The position may be based in Sydney, Canberra or Melbourne.



Typical Duties & Responsibilities

	Duties and Responsibilities
<p>Operational</p>	<ul style="list-style-type: none"> • Provide strategic leadership of the organisation’s Cultural Heritage portfolio, contributing as a member of the senior executive team to organisational strategy, governance, and priority setting. • Lead the national cultural heritage legislative and policy reform program, including oversight of policy development, reform strategy, and management of the organisation’s partnership with the Australian Government. • Drive engagement and political strategy in collaboration with the Director of Strategic Communications, ensuring alignment between policy reform objectives, public communications, and stakeholder engagement. • Provide high-level leadership in stakeholder and partnership management, maintaining constructive and trusted relationships with Aboriginal and Torres Strait Islander community representatives, practitioners, industry stakeholders, and government partners. • Manage the planning and delivery of projects as required, ensuring strong governance, effective resource management, clear reporting and delivery of outputs on time. • Lead, mentor, and develop staff within a supportive, high-performance team culture, fostering capability development, accountability, and wellbeing. • Produce high-level policy and strategic documentation, including ministerial-style briefs, policy papers, reports, and presentations for senior stakeholders.

Qualifications and Experience

<p>Skills and experience</p>	<ul style="list-style-type: none"> • Leadership experience (typically 10+ years) in a relevant role, organisation or sector with demonstrated capacity to lead complex programs of work. • Significant experience working with, or within, Aboriginal and Torres Strait Islander organisations and communities (10+ years), with a strong understanding of cultural authority, community engagement protocols, and the principles of self-determination. • Strong understanding of and experience working with Australian Government policy and legislative processes. • Highly developed strategic communication and stakeholder engagement skills, with the ability to influence, negotiate, and
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	<p>maintain trusted relationships with First Nations leaders, senior levels of government, industry, and sector partners.</p> <ul style="list-style-type: none">• Knowledge of First Nations cultural heritage legislative and policy frameworks and the native title system, with the ability to provide strategic advice on cultural heritage and other native title reforms.• Demonstrated ability to lead complex projects, setting strategic direction while ensuring effective coordination, delivery, and accountability across workstreams.• Strong project management capability, including securing funding, contract management, oversight of planning, resourcing, budgeting, performance monitoring, risk management, and evaluation to ensure delivery of major initiatives.• Excellent written and verbal communication skills, including the ability to prepare high-level policy papers, executive briefs, reports, and presentations for senior decision-makers.• Capacity and willingness to undertake domestic travel.
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