

Position description



Position identification

Position title	Fieldwork Officer
Business unit	Rangers – Fieldwork
Reports to	Lead Ranger Knowledge & Practice
Date reviewed	1 September 2025
Version	1.0

Purpose of position

The Fieldwork Officer role is central to KKPAC's work in protecting Country, preserving culture, and supporting the self-determination of the Kabi Kabi Peoples.

These positions give Kabi Kabi people the opportunity to lead and participate in the care, protection and management of our cultural heritage, lands and waters. Fieldwork Officers play a hands-on role in monitoring, assessing and recording cultural values, delivering land and fire management activities, and guiding proponents and partners to do the right thing on Country.

These are casual roles offered based on project needs. As KKPAC continues to grow, we are committed to creating meaningful employment pathways for our people.

Reporting relationships

This position reports to the Lead Ranger | Knowledge & Practice.

Key responsibilities

Fieldwork Officers may work across a range of activities depending on skills, experience, and operational needs. Below are the roles that are currently available:

Cultural Heritage Monitor

- Attend fieldwork sites to observe and record activities
- Assist with identifying and marking cultural heritage features (e.g. artefacts, scar trees, significant landscape features)
- Monitor compliance with Cultural Heritage Management Plans or Agreements
- Record daily observations and maintain field notes
- Report cultural concerns or findings to the Cultural Heritage Officer or Site Supervisor
- Follow safety procedures and use appropriate PPE
- Attend pre-start meetings and toolbox talks
- Escort or guide proponents (e.g. contractors) through designated areas under direction
- Other reasonable activities as required from time to time

Cultural Heritage Officer

- Lead or co-lead cultural heritage field assessments and inspections

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- Identify, record, and assess sites and items of cultural significance
- Provide cultural advice to proponents or KKPAC representatives
- Ensure compliance with legislation, agreements, and internal protocols
- Contribute to cultural heritage reports and site registers
- Mentor and supervise Monitors and junior fieldworkers
- Liaise with landowners, proponents, archaeologists, and government agencies
- Escalate issues of concern and contribute to mitigation or protection strategies
- Participate in internal review of Cultural Heritage Management Plans and procedures

Burn Crew Member

- Participate in cultural and ecological burn activities under the direction of supervisors or cultural fire practitioners
- Observe and learn traditional and contemporary fire practices
- Assist with site preparation (raking, clearing, setting up control lines)
- Operate basic firefighting equipment (e.g. drip torch, rakehoe) under supervision
- Refill and operate a slip-on firefighting unit if trained and instructed
- Assist with mop-up and patrol post-burn to ensure safe containment
- Wear appropriate PPE and follow safety briefings
- Attend pre-burn and post-burn briefings and participate in training

Note: You will be required to travel for work across Kabi Kabi Country. A valid drivers licence and registered/roadworthy vehicle is a requirement of this role.

Selection criteria

Essential

- Identifies as Kabi Kabi descendent
- Knowledge and interest in caring for Country and cultural heritage
- Willingness to learn and undertake training (e.g. Blue Card, First Aid, Fire Training, White Card)
- Ability to work in outdoor environments and follow safety procedures
- Availability to work across weekdays and weekends, depending on project demand
- Current drivers licence and own vehicle for travel to sites across the Kabi Kabi estate

Desirable

- Experience in cultural heritage monitoring, cultural burning, or land and sea management
- Relevant certificates or licences (e.g. First Aid, Fire Training, White Card, Blue Card, driver's licence)
- Previous experience working as part of a team in fieldwork or environmental projects

Attributes

- **Respectful and culturally grounded** – Understands the importance of culture, Elders, and working the right way on Country
- **Reliable and committed** – Shows up on time, follows through with tasks, and is ready to work when required
- **Team player** – Works well with others, shares knowledge, listens to instructions, and supports the crew

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- **Willing to learn** – Open to training, feedback, and gaining new skills, including certifications and safety practices
- **Good communicator** – Able to speak clearly, share updates, ask questions, and raise concerns when needed
- **Physically capable** – Comfortable working outdoors in a range of conditions and following WHS directions
- **Pays attention to detail** – Notices important cultural features or safety issues and follows proper processes
- **Takes pride in the work** – Values the opportunity to care for Country and represent the Kabi Kabi Peoples

Appointment conditions

- Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
- Reference checks will be required
- Current C class drivers' licence and roadworthy motor vehicle
- Comply with all organisational contract conditions, policies and procedures
- Casual work: This role is casual employment and work will only be offered when available