

Cultural Heritage and Engagement Officer

About Reef Catchments



Mackay or Proserpine



Two-year contract



Community and Environment
Team

At Reef Catchments, the work you do has a lasting impact on the places, communities and industries that make the Mackay Whitsunday Isaac region unique.

Reef Catchments is the natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We work with landholders, Traditional Owners, industry, community groups, researchers and government to improve the region's land, water and biodiversity.

Our projects deliver practical, on-ground outcomes. Whether it's improving water quality flowing to the Great Barrier Reef, restoring wetlands and habitats, supporting sustainable agriculture, or helping local communities care for the environment, we're focused on projects that make a real difference across our region.

We're a team of people who enjoy working together to solve problems, build partnerships and deliver results. We value different perspectives and experiences because they help us make better decisions and achieve improved outcomes for the region.

If you're looking for a role where you can see the difference your work makes, you'll find it at Reef Catchments.

Position Overview

The Cultural Heritage and Engagement Officer plays a key role in strengthening relationships between Reef Catchments, Traditional Owner groups, industry, government agencies and the broader community. Reporting to the Program Director - Community and Environment, this position supports the integration of Traditional Owner knowledge, participation and capacity building across our programs and projects.

The role is responsible for delivering cultural heritage and conservation initiatives that contribute to sustainable environmental outcomes across the Mackay Whitsunday Isaac region. This includes facilitating stakeholder engagement, identifying Indigenous employment and training opportunities, providing cultural



heritage advice, supporting compliance with relevant cultural heritage obligations, and undertaking project coordination, field investigations and reporting activities.

Key Responsibilities:

- Build and maintain relationships with Traditional Owners, industry, community and government stakeholders.
- Support Traditional Owner engagement and participation across Reef Catchments projects.
- Identify Indigenous employment, training and capacity-building opportunities.
- Coordinate and support the Mackay Whitsunday Isaac Traditional Owner Reference Group.
- Deliver cultural heritage and conservation projects that improve environmental and community outcomes.
- Provide cultural heritage advice to support project planning and delivery.
- Undertake fieldwork, site assessments, audits and data collection activities.
- Prepare reports, project documentation and stakeholder communications.
- Promote culturally appropriate practices across Reef Catchments programs.

Capabilities, knowledge and skills

- Knowledge of cultural heritage management principles and practices.
- Ability to build strong relationships with Traditional Owners and diverse stakeholders.
- Experience in stakeholder engagement, consultation and project delivery.
- Strong communication, facilitation and report writing skills.
- Ability to collect, analyse and interpret field and desktop data.
- Strong organisational skills and the ability to manage competing priorities.
- Ability to work independently and collaboratively within a team.
- Proficiency in Microsoft Office and project administration systems.

Benefits Include

- Five weeks annual leave
- Flexible working arrangements
- Up to \$2,000 per year toward professional development
- Work locally in the Mackay, Whitsundays region
- Be part of a growing and continuously improving business
- Additional paid day off at Christmas
- Career development and progression opportunities
- Team building and wellbeing initiatives
- Retention incentives at 3 years, 5 years and 7 years of continuous service
- Opportunity to contribute to meaningful environmental and community outcomes



Selection Criteria

Applicants will be able to demonstrate their ability to meet the following criteria:

- Experience working with Traditional Owners, Indigenous organisations or community stakeholders.
- Experience coordinating projects and managing stakeholder relationships.
- Knowledge of cultural heritage, natural resource management, environmental management or a related field.
- Strong communication, consultation and relationship-building skills.
- Experience preparing reports and managing project administration requirements.
- Ability to work autonomously, meet deadlines and manage competing priorities.
- Current Queensland Drivers Licence.

Highly desirable

- Qualification in Cultural Heritage, Environmental Science, Natural Resource Management, Indigenous Studies or a related discipline.
- Experience within the Natural Resource Management, environmental or conservation sector.
- Knowledge of Aboriginal Cultural Heritage legislation and compliance requirements.
- Experience undertaking field assessments, audits or cultural heritage investigations.
- Understanding of the Mackay Whitsunday Isaac region and its environmental and cultural values.

How to Apply

Please submit your cover letter addressing the Selection Criteria with a copy of your current resume online via the Reef Catchments website, Seek, or by email to careers@reefcatchments.com as soon as possible.

Applications close Sunday, 04 October 2026, with applications reviewed as received and interviews potentially commencing before the closing date.