



# Heritage Consultant

**Southeast or Far North QLD**

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**Position description**

**February 2018**

## Position description

Position title	Heritage Consultant
Position ID	JD017
Discipline	Professional
Direct reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Location	Brisbane or Cairns, QLD
Reports to	Queensland Regional Manager (Brisbane) Senior Heritage Consultant (Cairns)
Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Fixed Term (6 months) FTE: 1
About Niche	<p>Niche Environment and Heritage is a leading multidisciplinary consultancy specialising in ecology, cultural heritage management, environmental approvals and biodiversity offsetting. Established in 2009, we deliver projects to clients across eastern Australia from our nine locations. Our 40+ strong team includes ecologists, botanists, archaeologists and environmental engineers.</p> <p>At Niche, our focus is on delivering value to our clients' operations by maximising commercial outcomes for projects, while benefiting our communities through creating the best possible solutions for our environment and heritage. We are an independently owned and operated consultancy.</p>
Our values	<p>Our approach is underpinned by experience and always governed by our core values:</p> <p><b>Care</b> – We care about each other, our business partners, working safely and sustaining the environment.</p> <p><b>Excellence</b> – We provide superior advice and clever solutions. We strive to be the best at what we do and we are proud of our work.</p> <p><b>Integrity</b> – We have the strength and principles to operate honestly and ethically. We build strong, balanced relationships founded on respect.</p> <p><b>Trust</b> – We are responsible, we are accountable, and we deliver on our commitments.</p>
Workplace environment	<ul style="list-style-type: none"> <li>• Remote working conditions/telecommuting</li> <li>• For Brisbane-based employees, access to a small office located in north Brisbane</li> <li>• An equal opportunity employer</li> </ul>
Position purpose	<ul style="list-style-type: none"> <li>• To provide specialist heritage consulting services, including Aboriginal and historical cultural heritage services, across Queensland.</li> <li>• This position plays a key role in contributing to project work through participation in project teams, project management, field-work, and client liaison.</li> </ul>
Accountabilities	<ul style="list-style-type: none"> <li>• Develop and bring to Niche a moderate level of understanding of the cultural heritage needs of the region assigned.</li> <li>• Provide a strong commitment to representing Niche and expanding business opportunities in your assigned region.</li> <li>• Participates in, conducts and manages consulting projects.</li> <li>• Provide specialist advice to internal and external clients within agreed timeframes and specified budgets.</li> <li>• Foster interactions with industry, government, community groups and technical experts.</li> </ul>


	<ul style="list-style-type: none"> <li>Develop proposed project objectives and targets, and report to senior management on progress in attaining them.</li> </ul>		
<b>Duties performed</b>			
Technical	<ul style="list-style-type: none"> <li>Undertaking all aspects of cultural heritage assessment work, including desktop and field assessments. This may include out of office work (e.g. site inspections, client meetings, heritage surveys, assisting with archaeological excavations), post-fieldwork data analysis and professional report writing tasks.</li> <li>Lead or participate in consultation and liaison with clients and stakeholder groups (e.g. Aboriginal representatives).</li> <li>Being part of project teams which may include Niche team members and/or external sub-consultants and experts in a range of professions.</li> <li>Providing representation for our clients to various consent authorities on matters of technical specialty.</li> </ul>		
General	<ul style="list-style-type: none"> <li>Working with senior team members in support of projects of various scope and size.</li> <li>Managing small projects, including the management of client relationships and financial performance.</li> <li>Undertaking marketing activities including seeking out and developing client relationships, fostering interactions with industry, government, community groups and other technical experts.</li> <li>Providing accurate and informed advice to clients and Niche management on heritage matters.</li> <li>Preparation of fee proposals for new work.</li> <li>Undertaking quality assurance activities.</li> <li>Reviewing the work of other Niche team members and provision of constructive feedback and support.</li> <li>Undertaking the responsibilities of the position while adhering to: <ul style="list-style-type: none"> <li>Equal Opportunity and anti-discrimination legislation and requirements.</li> <li>Perform work within stated Health, Safety and Environment (HSE) legislation and requirements.</li> </ul> </li> <li>All things being equal, meeting agreed chargeable hours and utilisation targets. Targets will be reviewed on an annual basis.</li> </ul>		
Equipment and materials used	<ul style="list-style-type: none"> <li>PC and laptops</li> <li>Hand excavation tools incl. trowels, shovels / spades, picks, hoes, mattocks</li> </ul>	<ul style="list-style-type: none"> <li>Range poles</li> <li>Digital cameras and tripods</li> <li>Tape measures</li> </ul>	<ul style="list-style-type: none"> <li>Spot Messenger / EPRIBS</li> <li>UHF radios</li> <li>GPS units</li> <li>Satellite phones</li> </ul>
<b>Expected outcomes</b>			
	<ul style="list-style-type: none"> <li>Provide expert advice in cultural heritage management and requirements within the Queensland context.</li> <li>Manage consulting projects and clients with a high level of professionalism and technical expertise</li> <li>Projects are to be completed on time and within budget</li> <li>Reports produced will be of a professional standard and technical data relevant to the project brief. Reports will be correctly formatted and edited accordingly ensuring all compliance levels are achieved.</li> </ul>		

Core Competencies	
Technical expertise	<ul style="list-style-type: none"> <li>Analytical, conceptual and assessment skills, together with strong professional experience.</li> <li>Develop and implement long and short term strategies for projects and or services within the strategic framework of the business in accordance with its mission.</li> <li>Production of technical report writing and preparation of associated appendices which may include site diagrams, formatting site and aerial photographs</li> <li>Knowledge of pertinent provincial and federal environmental regulations</li> <li>Good interpersonal skills and is very detail oriented and organised</li> <li>Precise attention to detail and ability to produce professional quality deliverables on time and on budget</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Competent with Microsoft Office Suite</li> <li>Operation of GIS / understanding of spatial data and its uses</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Proactively identify client issues and problem-solve these with clients, seeking support where necessary</li> <li>Identify; investigate and resolve problem areas defined and apply solutions.</li> <li>Analysis of data -customer/client satisfaction</li> <li>Handling enquires</li> </ul>
Planning and coordination	<ul style="list-style-type: none"> <li>Planning of workflow and distribution thereof – work is administrated and completed within specified deadlines</li> <li>Conduct reviews for more contentious client documents (e.g. budgets, proposals, draft and final reports, letters etc.)</li> <li>Able to meet and or exceed utilisation targets</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Liaison with executive leadership team, senior managers and consultants</li> <li>Liaison with clients and third party providers</li> <li>Written and verbal communication skills (through collation and production of professional reporting and management meetings)</li> <li>Team player</li> <li>Self-motivated</li> </ul>
Autonomy	<ul style="list-style-type: none"> <li>Support role: 80 %</li> <li>Leading role: 20%</li> </ul>

Qualifications and Experience	
Qualifications	<ul style="list-style-type: none"> <li>A Bachelor-level university degree with Honours (minimum) in Australian Archaeology or Cultural Heritage Management.</li> </ul> <p>Note: A strong preference will be given for candidates with understanding and experience working in Aboriginal Australia and within the Aboriginal cultural heritage management context.</p>
Experience	<ul style="list-style-type: none"> <li>Graduate to 3 or more years working in Australian Archaeology or Aboriginal Cultural Heritage Management.</li> <li>A well-developed understanding or experience working under the <i>Aboriginal Cultural Heritage Act 2003</i> (Qld).</li> <li>Understanding or experience working under other Queensland and Commonwealth heritage and heritage planning requirements, particularly the <i>Queensland Heritage Act 1992</i>, <i>Torres Strait Islander Cultural Heritage Act 2003</i>, <i>Planning Act 2016</i>, the <i>Environment Protection and Biodiversity</i></li> </ul>

Conservation Act 1999 (Commonwealth) and/or heritage requirements of local planning schemes.

<b>Remuneration level</b>	
	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Award <input type="checkbox"/> General Compensation <input type="checkbox"/> Executive Compensation <u>Classification:</u> M1 or M2 (depending on experience)

Endorsement	Name	Date	Signature
<b>Approved by</b>	Belinda Kimber, Corporate Services Manager	02/02/2018	
<b>Employee's confirmation</b>			



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## **Niche Environment and Heritage**

A specialist environmental and heritage consultancy.

### **Head Office**

Niche Environment and Heritage

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All mail correspondence should be through our Head Office