

POSITION DESCRIPTION

Position Title:	Senior Heritage Consultant
Position Id:	JD017
Discipline:	Professional
Direct Reports:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Location:	NSW – Parramatta (other locations considered)
Reports To:	Heritage Team Leader
Status:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term FTE: 1
Values:	<p><u>Care</u></p> <p>We care for each other, our business partners, working safely and sustaining the environment.</p> <p><u>Integrity</u></p> <p>We have the strength and principles to operate honestly and ethically. We build strong, balanced relationships founded on respect.</p> <p><u>Excellence</u></p> <p>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><u>Trust</u></p> <p>We are responsible, we are accountable, and we deliver on our commitments.</p>
Position Purpose:	<p>To provide specialist archaeological heritage research and advice in response to client needs in the disciplines of historical heritage, interpretation and regulation.</p> <p>To contribute to project work through participation in project teams, project management, field-work, and client liaison.</p> <p>This position plays a key role in contributing to project work through participation in project teams, project management, field-work, and client liaison. This position plays a key role in developing and maintaining client relationships and managing projects.</p>
Accountabilities:	<p>Accountability to the Team Leader for:</p> <ul style="list-style-type: none"> • Develop and bring to Niche a high level of understanding of the historical heritage needs of the region assigned. • Provide a strong commitment to representing Niche and expanding business opportunities in your assigned region. • Participates in, conducts and manages consulting projects • Meeting productivity targets and meeting project budgets.

	<ul style="list-style-type: none"> • Client Relationship Management • Routinely communicate the progress of assigned projects with the Heritage Team Leader. • Remain current with heritage legislation and regulatory updates, provide updated information as it becomes available to staff.
Workplace Environment:	<ul style="list-style-type: none"> • A modern head office facility located within walking/short driving distance to eating establishments and retail outlets. (Parramatta) • Accessible by main arterial roads. Buses are available to major train stations and shopping centres. • Remote working/telecommuting by arrangement. • An equal opportunity employer.
DUTIES PERFORMED	<p>Project Management</p> <ul style="list-style-type: none"> • Preparation and delivery of comprehensive reports: completion of detailed scientific reporting, written in a manner that can be understood by non-technical people whilst conforming to company standards and quality assurance. • Effective and timely liaison with clients, regulators and sub-contractors • Manage consulting projects and clients with a high level of professionalism and technical expertise. • Effective and timely management of client meetings and consultation to convey findings and provide technical advice, as well as managing project technical and financial performance. • Provide representation for our clients to various consent authorities on matters of technical speciality. • Managing legislative issues for clients and maintaining an awareness of how legislation impacts projects; • Effective management of project budget within the boundaries of each individual project. Ongoing monitoring of allocated hours and self-assessment to ensure budgets are not exceeded without prior consent from management. • Ensure that the project work is carried out and completed within designated time frames • Ensure all reporting metrics are submitted as per company policy • Ensure all equipment used for testing is logged and maintained in accordance with company policy • Ongoing professional development of skills in the discipline, including keeping abreast of the current best practise for your discipline. • Contribute to the growth of the business through seeking out and developing client relationships and seeking inclusion in projects to which Niche may contribute. This will include preparing proposals, approaching potential clients and seeking feedback from clients on project performance.

	<p>Assessment and Survey</p> <ul style="list-style-type: none"> • Participate in heritage field assessment and survey. This will involve collecting data. • Data interpretation: this can include detailed assessment of data, often using software modelling packages. • Carrying out desk-based research to review previous investigations of a site that a client wants to purchase, and possibly undertaking field work, to identify previous activities on the site. • Preparedness to endure rough and isolated living conditions for extended periods while involved in fieldwork. <p>Workplace health and Safety</p> <ul style="list-style-type: none"> • Ensure that all work is carried out with conformance to workplace health and safety policies and procedures. Risks are to be identified reported and safety equipment and clothing must be worn at all times. • Respond to any HSE incidents as per the incident procedure and report them to their manager and the HSE coordinator as per the HSE manual. • Respond to any environmental risks as appropriate through the SWMS process and advise management and the HSE coordinator accordingly. • Have current Senior First Aid qualifications or equivalent • Participate in HSE consultation and training initiatives. <p>General</p> <ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to Equal Opportunity and anti-discrimination legislation and requirements;
Expected Outcomes:	<ul style="list-style-type: none"> • Undertake heritage assessment, survey and reporting in accordance with the requirements of the Heritage Act and other regulatory requirements. • Manage consulting projects and clients with a high level of professionalism and technical expertise • Projects are to be completed on time and within budget • 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. • Regular client briefings and updates on progress are to be scheduled and delivered • All technical data and filed work is to be collected in a safe manner as per company policy and procedure • Meet Utilisation Targets and Individual Key Performance Indicators
Equipment & materials Used:	<ul style="list-style-type: none"> • Ladders • PC and laptops • Satellite phone • Sieves • Shovels, spades, hoes, mattocks • UHF radios
Competencies:	Technical Expertise

	<ul style="list-style-type: none"> • Excellent analytical, conceptual and assessment skills, together with strong professional experience. • 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. • Production of technical report writing and preparation of associated appendices which may include site diagrams, formatting site and aerial photographs • Knowledge of pertinent state and federal environmental regulations • Exemplary interpersonal skills and is very detail oriented and organised • Precise attention to detail and ability to produce professional quality deliverables on time and on budget <p>Technology</p> <ul style="list-style-type: none"> • Competent with Microsoft Office Suite • Operation of GIS, GPS, field data capture apps and hardware <p>Problem Solving</p> <ul style="list-style-type: none"> • Proactively identify client issues and problem-solve these with clients, seeking support where necessary. • Identify; investigate and resolve problem areas defined and apply solutions. • Analysis of Data –Customer/Client satisfaction • Handling Enquires <p>Planning/Co- ordination</p> <ul style="list-style-type: none"> • Planning of workflow and distribution thereof – work is administrated and completed within specified deadlines. • Conduct reviews for more contentious client documents (e.g. budgets, proposals, draft and final reports, letters etc.). • Able to meet and or exceed utilisation targets <p>Communication</p> <ul style="list-style-type: none"> • Liaison with Executive leadership team, Team Leaders and Consultants. • Liaison with clients and third party providers. • Written and verbal communication skills (through collation and production of professional reporting and management meetings). • Team player. • Self-Motivated.
<p>Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Previous project management experience in a similar role and technical expert in their field • Competence with computers, including experience with MS Word and Excel. • Degree / undergraduate degree or postgraduate qualification in archaeology or another similar subject. • Minimum 7 years of experience post degree • Demonstrated experience with GIS technology and ability to read maps. • Ability to speak and write clearly and effectively. • Ability to deal effectively with a diverse group of individuals. • Willingness to travel extensively throughout the state, and to work in the field under adverse weather conditions. • Current drivers licence is required as travel is part of the role.

Remuneration Level	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Award <input type="checkbox"/> General Compensation <input type="checkbox"/> Executive Compensation <u>Classification:</u> (Also Botanist)
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ENDORSEMENT

Approved By: Belinda Kimber
Corporate Services Manager

Date: [Click here to enter a date.](#)

Signature: _____

INCUMBENT'S ENDORSEMENT & CONFIRMATION OF ROLE:

Employee Name: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Signature: _____

JOB EVALUATION / ANALYSIS

Position Title: Click here to enter text.	Classification: enter text.				
Primary Classification					
What are the primary position responsibilities best classified as: <input type="checkbox"/> Executive Leadership <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Technical <input type="checkbox"/> Clerical	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Role type: <input type="checkbox"/> Support role <input type="checkbox"/> Leading role <input checked="" type="checkbox"/> Autonomous role.</td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> Discipline: <input type="checkbox"/> Administration <input type="checkbox"/> Aquatic Ecology <input type="checkbox"/> Environmental Approvals <input type="checkbox"/> Finance <input type="checkbox"/> GIS </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Heritage <input type="checkbox"/> Research & Monitoring <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Terrestrial Ecology </td> </tr> </table>	Role type: <input type="checkbox"/> Support role <input type="checkbox"/> Leading role <input checked="" type="checkbox"/> Autonomous role.		Discipline: <input type="checkbox"/> Administration <input type="checkbox"/> Aquatic Ecology <input type="checkbox"/> Environmental Approvals <input type="checkbox"/> Finance <input type="checkbox"/> GIS	<input type="checkbox"/> Heritage <input type="checkbox"/> Research & Monitoring <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Terrestrial Ecology
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Education & Training					
What is the minimum level of formal education necessary for an individual to successfully perform this job?					

<input type="checkbox"/> N/A <input type="checkbox"/> HSC <input type="checkbox"/> Tertiary: Click here to enter text.		
<input checked="" type="checkbox"/> University: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate Click here to enter text.		
Are qualifications; <input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> Preferred		
Are memberships <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Preferred Click here to enter text.		
Are licenses required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Driver License		
Leadership & Management		Budget/Financial Responsibility
Supervisory? <i>Estimated # of employees</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No # of employees	Financial responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Recruitment & Selection	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Company credit card? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training & Development	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Budget Management? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Performance Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Financial reporting <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Team Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Project Management <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is specialised training necessary for an individual to successfully perform this job?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Signatory <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Responsible for decision making	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Manage a portion of budget within a project <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Levels of decision making authority? Click here to enter text.		Financial authority: \$ \$ authorised <i>Amount can authorise up to</i>
Position Metrics		
Experience Previous related work or volunteer experience an individual need to successfully perform this job? Years? .Years Months? Months		
Working Conditions Est Travel Involved % of travel % Est work hours distribution? <input type="checkbox"/> Days, <input type="checkbox"/> Evenings, <input type="checkbox"/> Weekends Required equipment to be used: Click here to enter text.		
Project Management		
Position Parameters (<i>inclusions to role</i>) <input type="checkbox"/> Leading <input type="checkbox"/> Team Member/Administrative		
<input type="checkbox"/> Identification of project resources and scope	<input type="checkbox"/> Team Management	<input type="checkbox"/> Problem Resolution
<input type="checkbox"/> Development of a project timeline	<input type="checkbox"/> Client Negotiation	<input type="checkbox"/> Risk Management
<input type="checkbox"/> Deciding on project milestones	<input type="checkbox"/> Resource Allocation	<input type="checkbox"/> Budgeting
<input type="checkbox"/> Determining the schedule of activities		
Responsible for: <input type="checkbox"/> Own <input type="checkbox"/> Team		
<input type="checkbox"/> Time sheet submission	<input type="checkbox"/> Project Expenses	<input type="checkbox"/> Equipment
<input type="checkbox"/> Monitoring workflow/productivity	<input type="checkbox"/> Travel	<input type="checkbox"/> Progress Updates
<input type="checkbox"/> Team meetings		<input type="checkbox"/> PPE