



Archaeologist and Heritage Consultant

Position Description

Niche NSW

2017

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1. Position Definition

Essentials			
Position Title	Archaeologist and Heritage Consultant		
Employment Mode	Permanent		
Time Fraction	Full-time (37.5 hours a week)		
Probationary Period	This appointment is offered subject to the successful completion of a probationary period of six (6) months		
Position Logistics			
Commencement Date	On acceptance or as otherwise agreed		
Office Affiliation/s	Sydney		
Based	The archaeologist / heritage consultant would be based in the greater Sydney area.		
Position Reports To	NSW Regional Manager		
Approved by Director of Niche Environment and Heritage	Name	Signed	Dated
Review			
Position Description Review Period	Annually		
Acceptance	Name	Signed	Dated
Witness	Name	Signed	Dated

2. Background

About Niche

Niche Environment and Heritage is a specialist environmental and cultural heritage consultancy. Niche provides expertise in environmental assessment and approvals, biodiversity assessment, monitoring and management, and cultural heritage management services.

Niche has offices across NSW and into Queensland, including the Sydney metropolitan area, the NSW Central Coast, Hunter Valley, Illawarra, Mudgee, New England, Brisbane and Cairns. However, the geographical extent of projects undertaken by the company is not limited to these regions.

Niche's staff are affiliated with particular physical offices and regions, and can also work from home. This arrangement allows Niche to serve clients better by providing staff over a greater geographical extent. Niche also has a physical office space in Parramatta and Wollongong which is available for use by all Niche team members.

Niche is committed to exceptional relationships with our own people. One of our core aims is to grow a team that shares the vision of the Directors and is typified by intelligent proactive individuals who are satisfied in the work they are doing and in the environment they are working in.

Niche in NSW

Niche is a leading provider of Aboriginal and historical cultural heritage services in NSW. We strive for the development of strong and ethical relationships with industry and government and communities. We pride ourselves on our ability to deliver high quality, accurate, independent, and ethically sound cultural heritage outcomes for our clients.

The NSW team consists of highly experienced professionals who undertake Aboriginal and historical heritage assessments right across NSW. Projects are of differing scale and complexity, from basic desktop assessments through to large-scale environmental impact assessments and archaeological excavations.

Objectives

The objectives of the Archaeological and Heritage Consultant role are:

- To provide high level cultural heritage consulting services in NSW, particularly in the field of Aboriginal archaeology and cultural heritage management.
- To build Niche's capacity in the fields of archaeology and cultural heritage management.
- To ensure Niche develops into a leading provider of heritage consulting services and continues to adapt to meet client needs and regulatory requirements in NSW.

The successful candidate can chose to work from Niche's Parramatta Office, home, or both.

3. Experience

Qualifications

- A Bachelor-level university degree with Honours (minimum), with a focus on Australian Archaeology.

Professional Qualities

Essential

- Up to 5 years experience working on Australian Aboriginal archaeological and cultural heritage projects, particularly in the NSW context.
- Experience working with relevant the NSW Aboriginal cultural heritage legislation the *National Parks and Wildlife Act 1974*, regulations, and relevant guidelines.
- Ability to work independently and as part of a team.
- Good problem solving, analytical, conceptual skills.
- Good communication skills, including technical report writing.
- Competence with technology, including experience with using GPS, tablets, laptop, digital cameras, and the Microsoft Office Suite of products.
- A current driver's licence.

Highly Desirable

- A professional interest and/or recent consulting experience in the Aboriginal archaeology of NSW would be highly regarded.
- A demonstrable record of heritage project work across NSW.
- Understanding or experience of heritage requirements in other Australian states, territories and at the Commonwealth level.
- Interest and/or experience in undertaking marketing and other business development activities.
- Project management experience.

4. Responsibilities

Technical

- Undertaking all aspects of Aboriginal archaeological and other heritage assessment work, including desktop research, field work (site inspections, client meetings, surveys, assisting with excavations), post-fieldwork data analysis and professional report writing tasks.
- Supervising or being part of project teams, which may include Niche team members and/or external sub-consultants and experts in a range of professions.
- Providing representation for our clients to various consent authorities on matters of technical specialty.

General

- Working with senior and junior team members in support of projects of various scope and size.
- Managing heritage projects of various size and scope, including the management of client relationships and financial performance.
- Undertaking marketing activities including seeking out and developing client relationships, fostering interactions with industry, government, community groups and other technical experts.
- Providing accurate and informed advice to clients and Niche management on heritage matters.
- Preparation of fee proposals for new work.
- Undertaking quality assurance activities.
- Reviewing the work of other Niche team members and provision of constructive feedback and support.
- Undertaking the responsibilities of the position while adhering to:
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - Work Health and Safety (WHS) legislation and requirements.
- All things being equal, meeting agreed utilisation targets. Targets will be reviewed on an annual basis.

Niche Environment and Heritage

A specialist environmental and heritage consultancy.

Head Office

Niche Environment and Heritage

PO Box 2443 North Parramatta NSW 1750

Email: info@niche-eh.com

All mail correspondence should be through our Head Office