



## **Senior Heritage Architect Sydney, NSW**

**Position description**

**June 2018**

## Position description

| Position title        | Senior Heritage Architect   |
|-----------------------|---|
| Position ID           |   |
| Discipline            | Professional  |
| Direct reports        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| Location              | Parramatta NSW  |
| Reports to            | Team Leader – Heritage  |
| Status                | <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term 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, environmental engineers and architects.</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>• Flexible working arrangements/telecommuting</li> <li>• A modern office facility located within walking/short driving) distance to eating establishments and retail outlets. (Parramatta)</li> <li>• Accessible by main arterial roads. Buses are available to major train stations and shopping centres</li> <li>• An equal opportunity employer</li> </ul>  |
| Position purpose      | To provide specialist heritage research and advice in response to client needs in the disciplines of built heritage, heritage planning, heritage architecture, and adaptive reuse.  |

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|                             | <p>This position plays a key role in developing, assisting and maintaining major client relationships; and managing large and complex projects. They will also contribute to project work through participation in project teams, project management, field-work, and client liaison.</p>  |
| Accountabilities            | <ul style="list-style-type: none"> <li>• Develop and bring to Niche a high level of understanding of the built 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>• Meeting productivity targets and meeting project budgets</li> <li>• Client Relationship Management</li> <li>• Routinely communicate the progress of assigned projects with the Team Leader and/or Principal Consultant</li> <li>• Remain current with relevant legislation and regulatory updates, provide updated information as it becomes available to staff</li> </ul>   |
| <b>Duties performed</b>     |  |
| Project management          | <ul style="list-style-type: none"> <li>• Preparation and delivery of comprehensive reports: Writing reports in a manner that can be understood by non-technical people whilst conforming to industry and company standards as well as conforming to quality assurance</li> <li>• Preparation and delivery of Statement of Heritage Impacts and assist in compiling Conservation Management Plans and Strategies and Conservation Schedule of Works.</li> <li>• Manage consulting projects and clients with a high level of professionalism and technical expertise</li> <li>• 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.</li> <li>• Ensure that the project work is carried out and completed within designated time frames</li> <li>• Ongoing professional development of skills in the discipline, including keeping abreast of the current best practise for your discipline</li> </ul> |
| Assessment and survey       | <ul style="list-style-type: none"> <li>• Undertake built heritage assessment projects. This will involve efficient historical research, built fabric condition assessments, cultural heritage significance assessments, assessing heritage impacts, developing policies and strategies and report preparation</li> <li>• Provide advice on the likely impacts of development on a range of natural and cultural places protected by the Heritage Act, Environmental Planning and Assessment Act or National Parks and Wildlife Act</li> </ul>  |
| Workplace health and safety | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Respond to any environmental risks as appropriate through the SWMS process and advise management and the HSE coordinator accordingly</li> <li>• Participate in HSE consultation and training initiatives</li> </ul>  |

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|------------------------------|---|--|--|
| General                      | Undertake the responsibilities of the position adhering to Equal Opportunity and anti-discrimination legislation and requirements.  |  |  |
| Equipment and materials used | <ul style="list-style-type: none"> <li>• EPIRBs</li> <li>• Digital devices</li> <li>• PC and laptops</li> </ul>   |  |  |
| <b>Expected outcomes</b>     |   |  |  |
|                              | <ul style="list-style-type: none"> <li>• Lead historical research, assessment and survey, built fabric condition assessments, cultural heritage significance assessments, assessing heritage impacts, developing policies and strategies</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> <li>• Meet Utilisation Targets and Individual Key Performance Indicators</li> </ul> |  |  |
| <b>Competencies</b>          |   |  |  |
| Technical expertise          | <ul style="list-style-type: none"> <li>• Excellent analytical, conceptual and assessment skills, together with strong professional experience</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>• Exemplary interpersonal skills, 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>• CAD (Vectorworks or similar)</li> </ul>   |  |  |
| Problem solving              | <ul style="list-style-type: none"> <li>• Identify, investigate and resolve problem areas defined and apply solutions</li> <li>• Analysis of data</li> <li>• Customer/client satisfaction</li> <li>• Handling enquiries</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>• 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> </ul>   |  |  |

|                                |   |             |                  |
|--------------------------------|---|-------------|------------------|
|                                | <ul style="list-style-type: none"> <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: 70 %</li> <li>• Autonomy: 30%</li> </ul>   |             |                  |
| <b>Qualifications</b>          |   |             |                  |
| Essential                      | <ul style="list-style-type: none"> <li>• A Bachelor of Architecture degree with specific interests in Building Conservation and Adaptive Reuse.</li> <li>• At least 7 years work experience working in the heritage conservation field in Australia.</li> <li>• Excellent knowledge, understanding and experience with relevant NSW heritage legislation, Local Government Planning Instruments and building approval process.</li> <li>• Working knowledge of the BCA/NCC.</li> <li>• Ability to work independently and as part of a team of professionals.</li> <li>• Excellent communication skills, including technical report writing, verbal communication.</li> <li>• Well developed research skills.</li> <li>• Competence with CAD (Vectorworks or similar) Microsoft Office Suite of products.</li> <li>• Strong problem solving, and analytical skills.</li> <li>• Strong time management skills and work ethic.</li> <li>• A current driver's licence.</li> </ul> |             |                  |
| Desirable                      | <ul style="list-style-type: none"> <li>• Experience with or knowledge of Heritage methodology</li> </ul>  |             |                  |
| <b>Remuneration level</b>      |   |             |                  |
|                                | <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Award <input type="checkbox"/> General Compensation<br><input type="checkbox"/> Executive Compensation <u>Classification:</u> (Also Heritage Consultant)  |             |                  |
| <b>Endorsement</b>             | <b>Name</b>   | <b>Date</b> | <b>Signature</b> |
| <b>Approved by</b>             | Belinda Kimber, Corporate Services Manager  |             |                  |
| <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

PO Box 2443 North Parramatta NSW 1750

Email: [info@niche-eh.com](mailto:info@niche-eh.com)

All mail correspondence should be through our Head Office