

Position Description

Position title	Historical Heritage Consultant
Position ID	JD019
Discipline	Heritage
Hours	Full time (Minimum 37.5 hours/week)
Direct reports	None
Reports to	Team Leader Historical Heritage
Location	NSW – Parramatta
Position purpose	<p>To provide specialist interpretation, research and advice in response to client needs in the discipline of historical heritage management.</p> <p>To contribute to project work through participation in project teams, project management, field-work, and client liaison.</p> <p>Develop or bring a good level of understanding of the historical heritage environment in your region.</p> <p>Provide a strong commitment to representing Niche and expanding business opportunities in your assigned region.</p>
Key Performance Indicators (KPI's)	
KPI	Measure and Expectation
Project Management	<p>Effective and timely liaison with clients, regulators, sub-contractors and internal staff.</p> <p>Managing technical and financial performance of a project as per consultant level. Provide representation for our clients to various consent authorities on matters of technical speciality.</p> <p>Manage legislative issues for clients and maintain an awareness of how legislation impacts projects.</p> <p>Effective running of project budgets 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.</p> <p>Ensure that the project work is carried out and completed within designated timeframes.</p> <p>Ensure all reporting metrics are submitted as per company policy.</p>

	Ensure all equipment used is logged and maintained in accordance with company policy.
Report writing	Preparation and delivery of comprehensive reports: completion of detailed heritage assessment and management reporting, written in a manner that can be understood by non-technical people whilst conforming to regulatory requirements, company standards and quality assurance as per consultant level. Produces client reports requiring minimal technical advice/guidance and proofing.
Assessment and Survey	Participate in heritage assessments and field surveys. This will involve collecting data, including information from primary and secondary sources, physical data (structures, remains, and archaeological sites), community consultation and oral histories. Interpretation of information and data collected during the assessment phase of projects for the purposes of characterising heritage values and significance in accordance with current standards and guidelines.
Client liaison / Satisfaction	Regularly involved with clients, begins to develop effective individual client relationships. Effective and timely management of client meetings and consultation to convey findings and provide technical advice. Contribute to the growth of the business by 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.
Mentoring	On the job technical mentoring of less experienced employees
Health Safety and Environment	Ensure that all work is carried out with compliance to workplace health and safety policies and procedures. Risks are to be identified and reported. Safety equipment and clothing (PPE), must be worn at all times. Respond to any HSE incidents as per the incident procedure and report them to your 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. Participate in HSE consultation and training initiatives.
Competency Profile	
Competency	Description
Technical expertise	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.

	<p>Knowledge of pertinent state and federal regulations.</p> <p>Good interpersonal skills, and is detail oriented and organised.</p> <p>Attention to detail and ability to produce professional quality deliverables on time and on budget.</p>
Collaborative	<p>Works well with others to achieve team goals</p> <p>Shares opinion/experience/ knowledge with others and in turn, listens to the values and opinions of others</p> <p>Consults with colleagues and seeks their input in problem solving /decision making</p> <p>Keeps team leader/manager informed of progress/issues encountered</p> <p>Able to meet and/or exceed utilisation targets. Work completed within specified deadlines.</p>
Communication	<p>Listens to others</p> <p>Expresses thoughts and ideas effectively to people at all levels of the organisation</p> <p>Conveys information clearly, concisely and logically both verbal and written</p> <p>Varies content, style and form to suit the subject, the purpose and the needs of diverse audiences</p> <p>Checks for understanding to ensure mutual understanding of others</p> <p>Conduct reviews for client documents (e.g. budgets, proposals, draft and final reports, letters etc.)</p>
Problem solving	<p>Seeks all relevant information for problem solving, investigates and probes for the facts. Willing to seek input from others and share own ideas to achieve best outcomes.</p> <p>Proactively identify client issues and problem-solve these with clients, seeking support where necessary, to achieve customer/client satisfaction.</p>
Innovative	<p>Where possible generates innovative ideas and solutions</p> <p>Draws on a range of information sources to identify a new ways of doing things</p> <p>Challenges the status quo by continuously reviewing the established ways of doing things</p>
Resilience	<p>Perseveres to achieve goals, even in the face of obstacles</p> <p>understands setbacks and disappointments</p> <p>Remains calm and in control under pressure</p> <p>Accepts constructive criticism in an objective manner</p>
Professionalism	<p>Demonstrates professional and respectful behaviours that reflect organisational expectations</p> <p>Behaves ethically and accepts responsibility for own actions</p> <p>Responds to others with courtesy and respect, is open and honest</p>
Cultural awareness and	<p>Treats others fairly</p>

support of diversity	<p>Treats all people with respect and values diverse perspectives</p> <p>Participates in a supportive work environment for the diverse and multicultural workforce. Recognizes differences as opportunities to learn and gain by working together</p>
Qualifications and Experience	
Education	<p>Essential:</p> <p>Degree / undergraduate degree or postgraduate qualification, preferably a in historical archaeology or another similar subject</p> <p>Willingness to travel and to work in the field under adverse weather conditions. Current drivers licence is required as travel is part of the role.</p> <p>Desirable:</p> <p>Senior First Aid Certificate or willingness to obtain</p>
Experience	<p>Years of experience: Minimum 3 years' experience post degree</p> <p>Areas of work experience:</p> <p>Demonstrated experience with GIS technology and ability to read maps.</p> <p>Previous project management experience in a similar role.</p> <p>Competent with Microsoft Office Suite.</p> <p>Operation of GIS, GPS, and field data capture applications and hardware.</p> <p>Professional:</p> <p>Remain current with relevant legislation and regulatory updates.</p> <p>Ongoing professional development of skills in the discipline, including keeping abreast of the current best practise for your discipline.</p>

The employee's signature confirms that the position holder and team leader / manager have read the above position description and are satisfied that it accurately describes the position.

Employee Name	
Date	
Signature	