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Position Description

Senior Heritage Consultant (Cultural)



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Position title	Senior Heritage Consultant (Cultural)
Position ID	JD016
Discipline	Heritage
Hours	Full time (Minimum 37.5hours/week)
Reports to	Team Leader - Heritage
Direct reports	None
Location	NSW – Parramatta/Wollongong
Position purpose	<p>To provide specialist heritage interpretation, research and advice in response to client needs in the discipline of cultural heritage</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 developing and maintaining client relationships and managing projects.</p>
Accountabilities	<p>Develop and bring to Niche a high level of understanding of the heritage needs of the region assigned.</p> <p>Provide a strong commitment to representing Niche and expanding business opportunities in your assigned region.</p> <p>Participates in, conducts and manages consulting projects as per consultant level.</p> <p>Meeting productivity targets and meeting project budgets.</p> <p>Client Relationship Management (CRM).</p> <p>Routinely communicate the progress of assigned projects with the Heritage Team Leader.</p> <p>Remain current with environmental legislation and regulatory updates, provide updated information as it becomes available to staff</p>
Duties performed	<p>Project Management</p> <p>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.</p> <p>Effective and timely liaison with clients, regulators and sub-contractors.</p> <p>Manage consulting projects and clients with a high level of professionalism and technical expertise as per consultant level.</p>

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.

Project Leadership

Assist the Heritage Team Leader and Principal(s) to mentor and work with the consulting archaeologists within assigned regions.

Supervise project teams and less experienced team members who may either be employees of Niche staff or external sub-consultants or experts.

Review the work of other team members where appropriate and provide constructive feedback and support, including communicating the performance of individual members back to the regional manager.

Foster interactions with industry, government, community groups and technical experts

Ongoing professional development of skills in the discipline, including keeping abreast of the current best practise for your discipline.

Take an active role as part of the Niche team to provide input into the strategy and direction of Niche

Develop proposed project objectives and targets, and report to senior management on progress in attaining them.

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

Assessment and Survey

Participate in cultural 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, 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.

Workplace health and Safety

Ensure that all work is carried out with conformance to health, safety and environment policies and procedures. Risks are to be identified and 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.

General

Undertake the responsibilities of the position adhering to equal opportunity and anti-discrimination legislation and requirements

Meet utilisation and individual key performance indicators

Competencies

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 high quality technical reports.

Knowledge of relevant 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.

Technology

Competent with Microsoft Office Suite

Operation of GIS, GPS, field data capture apps and hardware.

Problem Solving

Proactively identify client issues and problem-solve these with clients, seeking support where necessary.

Identify, investigate and resolve problem areas defined and apply solutions

Data analysis

	<p>Planning/Co- ordination</p> <p>Project management</p> <p>Scheduling project work to ensure it is completed within specified deadlines.</p> <p>Able to meet and or exceed utilisation targets.</p> <p>Communication</p> <p>Liaison with Executive leadership team, Team Leaders and Consultants.</p> <p>Liaison with clients and third party providers.</p> <p>Written and verbal communication skills (through collation and production of professional reporting and management meetings).</p> <p>Team player.</p> <p>Self-Motivated.</p>
<p>Qualifications</p>	<p>Essential:</p> <p>Degree / undergraduate degree or postgraduate qualification in archaeology or another similar subject.</p> <p>Ideally 7 years’ experience post degree.</p> <p>Previous project management experience in a similar role and technical expert in their field.</p> <p>Willingness to travel extensively throughout the state, and to work in the field.</p> <p>Current drivers licence is required as travel is part of the role.</p> <p>Desirable:</p> <p>Knowledge of heritage management in the built environment</p> <p>Senior First aid Certificate or willingness to obtain</p>

