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Position Description

Heritage Consultant (Cultural)



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Position title	Heritage Consultant (Cultural)
Position ID	JD017
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 interpretation, research and advice in response to client needs in the discipline of cultural heritage management.</p> <p>To contribute to project work through participation in project teams, project management, field-work, and client liaison.</p>
Accountabilities	<p>Develop or bring a good level of understanding of the cultural heritage environment in your region.</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.</p> <p>Meeting productivity targets and meeting project budgets.</p> <p>Client Relationship Management.</p> <p>Routinely communicate the progress of assigned projects with the Heritage Team Leader.</p> <p>Remain current with heritage legislation and regulatory updates.</p>
Duties performed	<p>Project Management</p> <p>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.</p> <p>Effective and timely liaison with clients, regulators, sub-contractors and internal staff.</p> <p>Effective and timely management of client meetings and consultation to convey findings and provide technical advice, as well as managing technical and financial performance of a project as per consultant level.</p>

Provide representation for our clients to various consent authorities on matters of technical speciality.

Manage legislative issues for clients and maintain an awareness of how legislation impacts projects.

Effective management 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. Ensure that the project work is carried out and completed within designated timeframes.

Ensure all reporting metrics are submitted as per 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 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.

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.

Workplace Health and Safety

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.

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 targets and individual key performance indicators.

Competencies

Technical Expertise

Excellent analytical, conceptual and assessment skills, together with some professional experience.

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 heritage regulations.

Good interpersonal skills, and is detail oriented and organised.

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 applications 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.

Analysis of Data

Planning/Co-ordination

Planning of workflow and distribution thereof – work is administrated and completed within specified deadlines.

Conduct reviews for client documents (e.g. budgets, proposals, draft and final reports, letters etc.).

Able to meet and/or exceed utilisation targets.

Communication

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.

Qualifications

Degree or postgraduate qualification in archaeology or another similar subject.

Typically 4+ years' experience post degree.

Previous experience working in a consulting environment.

Demonstrated experience with GIS technology and ability to read maps.

Previous project management experience in a similar role.

Willingness to travel 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.

Senior First Aid certificate or willingness to obtain

