

## Position Description

<b>Position title</b>	Historic Heritage Consultant
<b>Position ID</b>	JD043
<b>Classification</b>	M2
<b>Discipline</b>	Historic Heritage
<b>Hours</b>	Full time (Minimum 37.5 hours/week)
<b>Direct reports</b>	Nil
<b>Reports to</b>	Team Leader Historic Heritage
<b>Location</b>	NSW – Parramatta/Wollongong
<b>Position purpose</b>	The role is responsible for providing technical historic heritage interpretation, research and advice in response to client needs, project management, field work and client liaison. The role collaborates with the team leader historic heritage, the historic heritage team, external and internal stakeholders. This position is sought out as a technical expert and manages complicated projects.
<b>Key Result Areas (KRA's)</b>	
Strategic areas where positive results must be achieved for Niche to achieve its strategic goals	
<b>KRA</b>	<b>Measure and Expectation</b>
<b>Project management</b>	<p>Basic project management, coordinate straightforward projects within own discipline, using effective project management processes</p> <p>Initial review and quality control of own work including reports and proposals</p> <p>Produces a high level of chargeable project work, works with team leader to meet productivity targets</p> <p>using effective project management processes</p> <p>Collects and stores field data at the end of an assessment promptly and correctly</p> <p>Undertake desk-based research to review previous investigations of a site and or to identify previous activities on the site</p> <p>Liaises with senior staff to develop technical skills and capabilities</p>

<b>Report and proposal writing</b>	Produces basic client reports with proofing and technical review by a senior team member
<b>Client relationship management</b>	Able to liaise with clients in order to start to develop client relationships Aware of client satisfaction levels and requirements to meet those targets Attend or participate in technical and industry related conferences and forums
<b>Financial</b>	Develops achievable project budgets Responsible for maintaining own project budgets Ensure business related expenses are in accordance with policy, limits of authority and project budgets
<b>Mentoring</b>	Face to Face mentoring of less experienced employees especially in regard to technical aspects of discipline, Niche systems and processes Leads by example the Niche values and in following policies and the code of conduct
<b>Marketing and business development</b>	Develop marketing skills as guided by the Marketing Leader Develop and maintain respectful client relationships
<b>Health Safety and Environment</b>	Lead by example to promote a proactive safety culture Play an active role in your safety and the safety of others around you Ensure that all work is carried out with compliance to workplace health and safety laws, regulations, policies and procedures. Risks are to be identified and reported 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
<b>Competency Profile</b>	
<b>Competency</b>	<b>Description</b>
<b>Collaborative</b>	Works well with others to achieve team goals Shares opinion/experience/ knowledge with others and in turn, listens to the values and opinions of others Consults with colleagues and seeks their input in problem solving /decision making Keep senior colleagues/ team leader informed of progress/issues encountered
<b>Communication</b>	Listens to others Expresses thoughts and ideas effectively Conveys information clearly, concisely and logically in both verbal and written Checks for understanding to ensure mutual understanding of others

<b>Problem solving</b>	Seeks all relevant information for problem solving willing to seek input from others and share own ideas to achieve best outcomes
<b>Innovative</b>	Draws on a range of information sources to identify a new ways of doing things Challenges the status quo by continuously reviewing the established ways of doing things
<b>Resilience</b>	Perseveres to achieve goals, even in the face of obstacles understands setbacks and disappointments Remains calm and in control under pressure Accepts constructive criticism in an objective manner
<b>Professionalism</b>	Demonstrates professional and respectful behaviours that reflect organisational expectations Behaves ethically and accepts responsibility for own actions Responds to others with courtesy and respect, is open and honest
<b>Cultural awareness and support of diversity</b>	Treats others fairly Treats all people with respect and values diverse perspectives Participates in a supportive work environment for the diverse and multicultural workforce Recognizes differences as opportunities to learn and gain by working together
<b>Qualifications and Experience</b>	
<b>Education</b>	<p><b>Essential:</b> Undergraduate degree qualification in respective field as a minimum in either archaeology, conservation, architecture and/or built heritage. An honours degree or working toward finishing an honours degree is a pre-requisite A post graduate degree/diploma or working toward finishing a masters/diploma in chosen field is looked upon favourably</p> <p>Knowledge of the Heritage Act 1977 and associated legislative guidelines and the International Council of Monuments and Sites Burra Charter (2013) Willingness to travel and to work in the field under variable weather conditions Current drivers licence is required</p> <p><b>Desirable:</b> First Aid Certificate or willingness to obtain</p>
<b>Experience</b>	<p><b>Years of experience:</b> At least 4 year's technical experience as a and 2-3 years consultancy experience</p> <p><b>Areas of work experience:</b> Solid technical and communication skills Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines</p>

	<p>Experience with collect information, analyse and produce effective business reports and budgets</p> <p><b>Professional:</b></p> <p>Actively involved in relevant industry events and associations</p> <p>Remain current with relevant legislation and regulatory updates</p> <p>Maintain a network of industry peers</p>
<b>Attachments</b>	
<b>Key Performance Indicators</b>	The table attached defines observable indicators as quantifiable metrics to track progress and success

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.

<b>Employee Name</b>	
<b>Date</b>	
<b>Signature</b>	

Reviewed by	Amendments	Document Approved By	Date
Belinda Kimber		Belinda Kimber, Corporate Service Manager	20/03/2018
Kelly Byrne	2019 HR Review	Kelly Byrne, HR Manager Josh Madden, Team Leader Historic Heritage	28/5/2019