

## Position Description

<b>Position title</b>	Senior Historical Heritage Consultant
<b>Position ID</b>	JD055
<b>Classification</b>	S1
<b>Discipline</b>	Historical Heritage
<b>Hours</b>	Full time (Minimum 37.5 hours/week)/ Part-time
<b>Direct reports</b>	Nil
<b>Reports to</b>	Team Leader Historical Heritage
<b>Location</b>	NSW – Parramatta
<b>Position purpose</b>	The role is responsible for providing specialist historical heritage interpretation, research and advice in response to client needs, project management, field work, client liaison. The role collaborates with the team leader historic heritage, the historical 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>Leadership</b>	<p>Leads by example the Niche values and in following policies and the code of conduct</p> <p>Responsible for internal review and quality control of reports and proposals, guiding other employees on improving report and proposal writing</p> <p>Internal review and quality control of complex projects requiring significant technical skill and multidisciplinary projects</p>
<b>Project management</b>	<p>Manages multiple moderately complex projects, difficult projects or cross discipline projects</p> <p>Monitors own and team targets using positive influence to drive excellent project management processes</p> <p>Provide technical and prompt advice to clients</p> <p>Minimise project overruns and write offs</p> <p>Ensure project deliverables and quality objectives are being met</p>

	<p>Provide quality assurance and technical advice to the team and individuals</p> <p>Internal technical review and quality control of reports and proposals</p> <p>Produces comprehensive accurate technical reports and assessments</p> <p>Reviews team members reports, proposals, tenders and estimates and provides technical advice</p> <p>Produces effective multidisciplinary proposals and scopes accordingly</p>
<b>Client relationship management</b>	<p>Be an active participant and visible leader for the company's CRM program</p> <p>Develop client contact/negotiation in order to develop effective client relationships</p> <p>Ability secure new work and manage profitably</p> <p>Ensure client satisfaction levels meet or exceed target, review, evaluate and monitor client satisfaction</p> <p>Attend or participate in technical and industry related conferences and forums</p>
<b>Financial</b>	<p>Actively contributing to the overall profitability of the business</p> <p>Develops complex and achievable project budgets</p> <p>Responsible for maintaining own and team project budgets</p> <p>Ensure business related expenses are in accordance with policy, limits of authority and project budgets</p>
<b>Mentoring</b>	<p>Face to Face mentoring on the technical development of less experienced employees especially regarding regulatory system compliance, technical aspects of discipline and Niche systems</p>
<b>Marketing and business development</b>	<p>Identify opportunities for winning work with new and existing clients in target sectors</p> <p>Understand Niche's current and desired positioning in your market</p> <p>Contribute to targeted campaigns/strategies as guided by the Marketing Leader</p> <p>Use client relationships to leverage further business development</p> <p>Actively pursues new clients</p>
<b>Health Safety and Environment</b>	<p>Lead by example to promote a proactive safety culture</p> <p>Play an active role in your safety and the safety of others around you</p> <p>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</p> <p>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</p> <p>Respond to any environmental risks as appropriate through the SWMS process and advise management and the HSE coordinator accordingly</p> <p>Participate in HSE consultation and training initiatives</p>
<b>Competency Profile</b>	
<b>Competency</b>	<b>Description</b>
<b>Collaborative</b>	Collaborates closely with the team members and team leaders

	<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>Collaborates with colleagues and seeks their input in problem solving /decision making</p> <p>Keeps the team leader and other team members informed of issues encountered</p>
<b>Communication</b>	<p>Listens to others</p> <p>Expresses thoughts and ideas effectively</p> <p>Conveys information clearly, concisely and logically in both verbal and written</p> <p>Varies content, style and form to suit the subject, the purpose and the needs of the audiences</p> <p>Checks for understanding to ensure mutual understanding of others</p> <p>Clearly explains technical concepts to individuals and groups</p>
<b>Problem solving</b>	<p>Seeks all relevant information for problem solving, investigates and probes for the facts</p> <p>Creates relevant options for addressing problems/opportunities identified</p> <p>Identifies the constraints and risks associated with the options identified</p> <p>Considers, evaluates and seeks others' opinions for alternative courses of action</p> <p>Selects an effective option, based on the facts and information available at the time</p>
<b>Innovative</b>	<p>A mindset of continuous improvement</p> <p>Where possible generates innovative ideas and solutions</p> <p>Draws on a range of information sources to identify a new way of doing things</p> <p>Translates creative ideas into workplace improvements</p> <p>Challenges the status quo by continuously reviewing the established ways of doing things</p>
<b>Resilience</b>	<p>Perseveres to achieve goals, even in the face of obstacles</p> <p>Copes effectively with setbacks and disappointments</p> <p>Remains calm and in control under pressure</p> <p>Accepts constructive criticism in an objective manner</p>
<b>Professionalism</b>	<p>Demonstrates behaviours that reflect organisational expectations</p> <p>Behaves with integrity and acts ethically, accepts responsibility for own actions</p> <p>Responds to others with courtesy and respect, is open and honest</p>
<b>Cultural awareness and support of diversity</b>	<p>Treats others fairly</p> <p>Treats all people with respect and values diverse perspectives</p> <p>Participates in a supportive work environment for the diverse and multicultural workforce</p> <p>Recognizes differences as opportunities to learn and gain by working together</p>

Qualifications and Experience	
Education	<p><b>Essential:</b></p> <p>Degree/undergraduate degree or postgraduate qualification, preferably in archaeology or another similar subject. Continued commitment to professional development (post graduate study would be advantageous)</p> <p>Excellent understanding and experience with relevant NSW heritage legislation, particularly the Heritage Act 1977, its regulations and associated statutory guidelines and codes of practice</p> <p>Willingness to travel and to work in the field under variable weather conditions</p> <p>Current drivers licence is required</p> <p><b>Desirable:</b></p> <p>First Aid Certificate or willingness to obtain</p>
Experience	<p><b>Years of experience:</b></p> <p>At least 7 year's experience as a technical expert and 5-7 years consultancy experience</p> <p>Experience managing a diverse project portfolio</p> <p><b>Areas of work experience:</b></p> <p>Recognised by peers as a technical senior in the field of heritage management</p> <p>Strong technical and time management experience</p> <p>Strong communication skills</p> <p>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 financials</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>
Attachments	
Key Performance Indicators	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.

Employee Name	
Date	
Signature	

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, Historic Heritage Team Leader	21/10/2019