

## Position Description

<b>Position title</b>	Senior Heritage Consultant
<b>Position ID</b>	JD036
<b>Classification</b>	S1
<b>Discipline</b>	Heritage
<b>Hours</b>	Full time (Minimum 37.5 hours/week)
<b>Direct reports</b>	Nil
<b>Reports to</b>	Cultural Heritage Team Leader
<b>Location</b>	QLD - Brisbane /Cairns
<b>Position purpose</b>	The role is responsible for providing specialist heritage interpretation, research and advice in response to client needs, project management, field work, client liaison. The role collaborates with the team leader heritage, the 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>Technical</b>	<p>Specialist technical skills focus in Aboriginal cultural heritage or historical cultural heritage</p> <p>Demonstrates a very good understanding and capability in undertaking primary and secondary source research to inform heritage assessments</p> <p>Demonstrates a very good understanding of primary heritage legislation in Queensland, including associated policy and guidelines.</p> <p>Demonstrates a very good understanding of the Burra Charter process for assessing cultural heritage significance</p> <p>Demonstrates a very good understanding of field assessment methods, including pedestrian survey, archaeological testing and salvage excavation</p> <p>Demonstrates a very good proficiency in identification of significant fabric</p> <p>Collects and stores field data promptly and correctly</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 in regard to 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>	<p>Collaborates closely with the team members and team leaders</p> <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>
<b>Qualifications and Experience</b>	
<b>Education</b>	<p><b>Essential:</b></p> <p>Degree/undergraduate degree or postgraduate qualification, preferably in archaeology or anthropology, or another similar subject of relevance to the role</p> <p>Demonstrated understanding of Queensland’s primary cultural heritage legislation and associated policy and guidelines, particularly the <i>Queensland Heritage Act 1992 and the Aboriginal Heritage Act 2003</i></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> <p>Post-graduate qualifications in area of technical specialisation</p> <p>Industry recognised skills in area of technical specialisation (e.g. EIANZ Certified Environmental Practitioner – Heritage)</p> <p>University affiliations relevant to area of technical specialisation (e.g. Honorary or Adjunct Lecturer, Honorary or Adjunct Research Fellow)</p> <p>First Aid Certificate or willingness to obtain</p>
<b>Experience</b>	<p><b>Years of experience:</b></p> <p>At least 7 year’s experience as a technical expert preferably in a commercial consulting context</p> <p>Experience managing a diverse and complex project portfolio</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>

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 Cameron Harvey, QLD Regional Manager	22/5/2019