

Position Description

Position title	Cultural Heritage Consultant
Position ID	JD051
Classification	M3
Discipline	Cultural Heritage
Hours	Full time (Minimum 37.5 hours/week)
Direct reports	Nil
Reports to	Team Leader Cultural Heritage
Location	NSW – Parramatta/Wollongong
Position purpose	The role is responsible for providing technical cultural heritage interpretation, research and advice in response to client needs, project management, field work and client liaison. The role collaborates with the team leader cultural heritage, the cultural heritage team, external and internal stakeholders. This position is a technical consultant providing ecological input into environmental impact assessments and monitoring programs for our clients.
Key Result Areas (KRA's)	
Strategic areas where positive results must be achieved for Niche to achieve its strategic goals	
KRA	Measure and Expectation
Project management	<p>Comprehensive project management increasing in complexity within own discipline</p> <p>Initial review and quality control of own work including reports and proposals</p> <p>Produces a high level of chargeable project work meeting productivity targets and 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>
Report and proposal writing	<p>Produces standard proposals, client reports and develops project budgets with minimal editing required during technical review by a senior team member</p> <p>Prepares tenders and cost estimates</p>

Client relationship management	<p>Involved and able to liaise with clients in order to develop effective client relationships</p> <p>Aware of client satisfaction levels and what is required to meet or exceed those targets</p> <p>Attend or participate in technical and industry related conferences and forums</p>
Financial	<p>Develops 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>
Mentoring	<p>Face to Face mentoring of less experienced employees especially in regard to technical aspects of discipline, Niche systems and processes</p> <p>Leads by example the Niche values and in following policies and the code of conduct</p> <p>Takes opportunities to develop leadership skills</p>
Marketing and business development	<p>Awareness of Niche's current and desired positioning in your market</p> <p>Develop marketing skills as guided by the Marketing Leader</p> <p>Use client relationships to leverage further business development</p>
Health Safety and Environment	<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>
Competency Profile	
Competency	Description
Collaborative	<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>Consults with colleagues and seeks their input in problem solving /decision making</p> <p>Keep senior colleagues/ team leader informed of progress/issues encountered</p>
Communication	<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 complex concepts to individuals</p>
Problem solving	<p>Seeks all relevant information for problem solving, investigates and probes for the facts</p> <p>willing to seek input from others and share own ideas to achieve best outcomes</p> <p>Creates relevant options for addressing problems/opportunities identified</p>
Innovative	<p>Where possible generates innovative ideas and solutions</p> <p>Draws on a range of information sources to identify a new ways of doing things</p> <p>Challenges the status quo by continuously reviewing the established ways of doing things</p>
Resilience	<p>Perseveres to achieve goals, even in the face of obstacles</p> <p>understands setbacks and disappointments</p> <p>Remains calm and in control under pressure</p> <p>Accepts constructive criticism in an objective manner</p>
Professionalism	<p>Demonstrates professional and respectful behaviours that reflect organisational expectations</p> <p>Behaves ethically and accepts responsibility for own actions</p> <p>Responds to others with courtesy and respect, is open and honest</p>
Cultural awareness and support of diversity	<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>Essential:</p> <p>Degree/undergraduate degree or postgraduate qualification, preferably in archaeology or another similar subject</p> <p>Knowledge of the New South Wales National Parks and Wildlife Regulation 2009 and associated codes and guidelines</p> <p>Continued commitment to professional development (post graduate study would be advantageous)</p> <p>Willingness to travel and to work in the field under variable weather conditions</p> <p>Current drivers licence is required</p> <p>Desirable:</p> <p>First Aid Certificate or willingness to obtain</p>
Experience	<p>Years of experience:</p>

	<p>At least 6 year's technical experience as a and 4 years consultancy experience</p> <p>Areas of work experience:</p> <p>Strong technical and 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>Professional:</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 Lawrence Smith, Regional Manager	18/5/2019