

Position Description

Position title	Heritage Consultant
Position ID	JD046
Classification	M2
Discipline	Heritage
Hours	Full time (Minimum 37.5 hours/week)
Direct reports	Nil
Reports to	Cultural Heritage Team Leader
Location	QLD – Brisbane/ Cairns
Position purpose	The role is responsible for providing technical heritage interpretation, research and advice in response to client needs, project management, field work and 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.
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>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>Uses effective project management processes</p>
Technical	<p>Demonstrates a reasonable understanding and capability in undertaking primary and secondary source research to inform heritage assessments</p> <p>Demonstrates a reasonable understanding of primary heritage legislation in Queensland, including associated policy and guidelines.</p> <p>Demonstrates a reasonable understanding of the <i>Burra Charter process</i> for assessing cultural heritage significance</p> <p>Demonstrates a working proficiency in field assessment methods, including pedestrian survey, archaeological testing and salvage excavation</p> <p>Demonstrates a reasonable proficiency in identification of significant fabric</p>

	Collects and stores field data promptly and correctly
Writing	Produces basic client reports with proofing and technical review by a senior team member
Client relationship management	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
Financial	Develops and achieves project budgets Responsible for maintaining own project budgets Ensure business related expenses are in accordance with policy, limits of authority and project budgets Produces a high level of chargeable project work, works with team leader to meet productivity targets
Mentoring	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
Marketing and business development	Develop marketing skills as guided by the Marketing Leader, Regional Manager, and Team Leader Develop and maintain respectful client relationships
Health Safety and Environment	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
Competency Profile	
Competency	Description
Collaborative	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

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>Checks for understanding to ensure mutual understanding of others</p>
Problem solving	<p>Seeks all relevant information for problem solving</p> <p>willing to seek input from others and share own ideas to achieve best outcomes</p>
Innovative	<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 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>Desirable:</p> <p>First Aid Certificate or willingness to obtain</p>
Experience	<p>Years of experience:</p> <p>At least 4 year’s technical experience preferably in a commercial consulting capacity</p> <p>Professional:</p>

Actively involved in relevant industry events and associations
 Remain current with relevant legislation and regulatory updates
 Maintain a network of industry peers

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 Cameron Harvey, QLD Regional Manager	22/5/2019