

## Position Description

<b>Position title</b>	Cultural Heritage Consultant
<b>Position ID</b>	JD042
<b>Classification</b>	M1
<b>Discipline</b>	Cultural Heritage
<b>Hours</b>	Full time (Minimum 37.5 hours/week)
<b>Direct reports</b>	Nil
<b>Reports to</b>	Team Leader Cultural Heritage
<b>Location</b>	NSW – Parramatta/Wollongong
<b>Position purpose</b>	The role is responsible for providing technical cultural heritage interpretation, research and advice, contribute to project management, and conduct field work. The role collaborates with the team leader cultural heritage, the cultural heritage team and internal stakeholders. This position is a technical consultant providing cultural heritage input into heritage assessments and field surveys for our clients.
<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>Contribute to project management, coordinate straightforward tasks within projects, using effective processes</p> <p>Produces a high level of chargeable project work, works with team leader to meet productivity targets</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>
<b>Report and proposal writing</b>	Basic data interpretation and produces basic reports and proposals with proofing and technical review by a senior team member
<b>Client satisfaction</b>	Under supervision liaise with clients in order to start to develop client relationships

	<p>Aware of client satisfaction levels and requirements to meet those targets</p> <p>Attend or participate in technical and industry related conferences and forums</p>
<b>Financial</b>	<p>Directed by the project manager for guidance adhering to project budgets</p> <p>Ensure business related expenses are in accordance with policy, limits of authority and project budgets</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>Proactively seeks and considers the ideas and opinions of others</p> <p>Consults with colleagues and seeks their input in problem solving</p> <p>Keeps senior colleagues/team leader informed of progress/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>Checks for understanding to ensure mutual understanding of others</p>
<b>Problem solving</b>	<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>
<b>Resilience</b>	<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>
<b>Professionalism</b>	<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>
<b>Cultural awareness and</b>	<p>Treats others fairly</p> <p>Treats all people with respect and values diverse perspectives</p>

<b>support of diversity</b>	Participates in a supportive work environment for the diverse and multicultural workforce
<b>Qualifications and Experience</b>	
<b>Education</b>	<p><b>Essential:</b></p> <p>Degree/undergraduate degree or postgraduate qualification, preferably in archaeology or another similar subject</p> <p>Awareness of the New South Wales National Parks and Wildlife Regulation 2009 and associated codes and guidelines</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>
<b>Experience</b>	<p><b>Years of experience:</b></p> <p>At least 1-3 year's technical experience as a and 1-3 years consultancy experience</p> <p><b>Areas of work experience:</b></p> <p>Solid 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 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 Lawrence Smith, Regional Manager	18/5/2019