

## Position Description

<b>Position title</b>	Cultural Heritage Consultant
<b>Position ID</b>	JD041
<b>Classification</b>	M2
<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>	Parramatta, NSW
<b>Position purpose</b>	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 sought out as a technical expert and manages 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>Project management</b>	<p>Basic project management, coordinate projects within own discipline using effective project management 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>	<p>Produces basic client reports with proofing and technical review by a senior team member</p> <p>Initial review and quality control of own work including reports and proposals</p>

<b>Client relationship management</b>	<p>Able to liaise with clients in order to start to develop client relationships</p> <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>Develops achievable project budgets</p> <p>Responsible for maintaining own 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 of less experienced employees especially with regards to technical aspects of discipline, Niche systems and processes</p> <p>Leads by example in living the Niche values, in following the Niche code of conduct and policies.</p>
<b>Marketing and business development</b>	<p>Develop marketing skills as guided by the Marketing Leader</p> <p>Develop and maintain respectful client relationships</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. Identify risks and report in accordance to procedure and law.</p> <p>Respond to any HSE incidents as per the incident procedure and report them to your manager and the HSE coordinator.</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>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>
<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>

	willing to seek input from others and share own ideas to achieve best outcomes
<b>Innovative</b>	Draws on a range of information sources to identify new ways of doing things Challenges the status quo by continuously reviewing the established ways of doing things
<b>Resilience</b>	Perseveres to achieve goals, even in the face of obstacles Understands setbacks and disappointments Remains calm and in control under pressure Accepts constructive criticism in an objective manner
<b>Professionalism</b>	Demonstrates professional and respectful behaviours that reflect organisational expectations Behaves ethically and accepts responsibility for own actions Responds to others with courtesy and respect, is open and honest
<b>Cultural awareness and support of diversity</b>	Treats others fairly Treats all people with respect and values diverse perspectives Participates in a supportive work environment for the diverse and multicultural workforce Recognizes differences as opportunities to learn and gain by working together
<b>Qualifications and Experience</b>	
<b>Education</b>	<b>Essential:</b> Degree/undergraduate degree or postgraduate qualification, preferably in archaeology management or another similar subject Knowledge of the New South Wales National Parks and Wildlife Regulation 2009 and associated codes and guidelines Willingness to travel and to work in the field under variable weather conditions Current drivers licence is required <b>Desirable:</b> First Aid Certificate or willingness to obtain
<b>Experience</b>	<b>Years of experience:</b> At least 4 year's technical experience and 2-3 years consultancy experience <b>Areas of work experience:</b> Solid technical and communication skills Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines Experience with collecting information Analyse and produce effective business reports and budgets <b>Professional:</b> 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.

<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
Megan Phillips	Minor updates	Belinda Kimber, Corporate Service Manager	17/2/2021