

Contract Heritage Officer – Research and Significance Assessment Expression of Interest

Place Management NSW (formerly known as SHFA) is a division of Property NSW. The Strategic Planning and Heritage a team is looking to fill a part time (3 day a week) contract Heritage Officer role.

Please email your *Expression of Interest and CV* by *Thursday 28 March 2018* to Sarah Lording,
sarah.lording@property.nsw.gov.au

For information and enquiries please contact Sarah Lording, Project Support Officer, Strategic Planning and Heritage on phone 9240 8566 or by email sarah.lording@property.nsw.gov.au

Skills and Experience

1. Extensive experience in research and analysis of complex place-oriented information for the heritage listing and management of heritage buildings, public domain areas and precincts.
2. Extensive experience in the analysis and preparation of statements of heritage significance and similar assessments.
3. Ability and experience in conveying complex analysis and assessments in verbal, written and graphic forms with a variety of stakeholders, mainly internal to Place Management NSW, occasionally external stakeholders.
4. Capacity and experience working in a multi-disciplinary heritage team, with the ability to self-manage, work as part of a team and manage projects from initiation through to completion, including consultants and project contracts for Place Management NSW and consulting with Property NSW teams.
5. Previous experience in government heritage listings and strategic heritage management for government owned and/or managed heritage assets.
6. Trained in, or able to adapt to, software such as Skype for Business, Microsoft Office 365, One Note, as well as NSW Government record keeping software Objective and/or Trim.
7. Experience with, or able to adapt to, a flexible workplace (hot desking, virtually paper free, etc).

Tasks

1. Project manage the preparation of, review and implementation of Conservation Management Plans for Place Management owned and managed properties in The Rocks and Darling Harbour.
2. Provide heritage advice on CMP documents for a range of simple and complex heritage sites (e.g. multiple values, several layers, large areas, small details) for Place Management NSW and Property NSW.
3. Provide heritage input into the development of place specific and precinct-wide heritage policies and guidelines (in CMPs, and for Place Management NSW policy documents)
4. Project manage and undertake research and the preparation of State Heritage Register/s170 listing nominations, including managing and ongoing liaison with the Heritage Division throughout the nomination process.
5. Research and prepare appropriate heritage curtilages and ability to interpret SHR curtilage plans.
6. Understanding and articulating relationships between cultural significance and physical/environmental evidence for property management and development.

Qualifications

1. Tertiary qualification that includes research using documentary and environmental sources, and analysis of complex information. [History or Historical Archaeology probably best suited]
2. Membership, or eligibility for membership, of a relevant professional association.

Mode of engagement

1. 8-hour day - 3 days a week Contractor position based in The Rocks, Sydney.
2. Start date mid-April to September 2018 – with extension subject to performance and ongoing work load.
3. Day rate including superannuation to be negotiated with successful applicant.