

Heritage Architectural Consultant

Heritage 21 is a specialist firm of dedicated heritage practitioners operating throughout NSW, Qld, Vic and the ACT. Located in Alexandria, the firm assists clients with heritage projects within the private, public and government sectors through the heritage approval process at both State and Local government levels.

Our in-house heritage staff have expertise in built heritage, urban planning, history, research, and architecture.

The perfect candidate will need to have the ability to take on a variety of tasks, from managing projects, preparing cultural heritage assessments and report writing. The successful applicant will work closely with the other team members and will report to the Studio Manager.

If you are self-motivated, have a passion for heritage and attention to detail, then PLEASE APPLY for this position by sending us your confidential CV.

Your key responsibilities will include but not limited to:

- Site visits, including taking of photos and notes in relation to the project.
- Preparation and distribution of preliminary heritage advice where applicable.
- Writing and assisting with various types of heritage reports including:
 - Statements of Heritage Impact & Heritage Design Advice for various residential, commercial, and mixed-use development sites which are locally listed or within a conservation area.
 - Conservation Management Plans
 - Interpretation Strategies
 - Photographic Archival Recording at multiple residential, commercial, and institutional buildings which are locally heritage listed to fulfil Council's DA conditions
 - Heritage Management Documents, assessing impacts and advising on fabric, including conservation and the introduction of new fabric into the heritage context as well as methodologies and specifications for both. Assessing impacts and advising.
 - Detailed building repair – Schedules of Conservation Work documentation
 - Historical Research
 - Other heritage reports as required - Management plans and cyclical maintenance plans and Temporary protection plans.
- Provide technical advice and direction on historical building materials and construction methods as an onsite Heritage Architect.
- On-site heritage management during conservation works on materials of historic buildings.
- Managing projects with numerous consultants to ensure timely completion of deliverables.
- Assessment of heritage impact at several residential dwellings which are locally listed or within a heritage conservation area.
- A Post Graduate qualification in Architecture or Heritage Management.

- 2-3 years' experience working as a Heritage Consultant or in a similar role providing Heritage advice.
- Membership of Australia ICOMOS is desirable.
- A holistic understanding of heritage issues, including appreciation of environmental, natural heritage, movable heritage/collections, ethnic and Indigenous issues.
- Knowledge of conservation policies and practice, and relevant experience in heritage conservation work.
- Ability to solve problems and recommend solutions to issues involving heritage matters.
- Approachable with strong organisational, prioritising and time management skills.
- Ability to engage and build relationships with internal and external stakeholder across all levels.
- Provide architectural advice and input into a range of projects as required including schedules, planning approvals processes, and liaison with project specialists (Engineers, Architects, Environment, Sustainability and Noise and Vibration).
- Experience in field investigations and recording, research, impact assessment and statutory approvals (eg cultural heritage management plans, maintenance plans, etc).
- Provide support to our statutory planning, planning and environmental approvals, environmental management and impact assessments to facilitate project outcomes.
- Assist with the project management of heritage approvals processes, including interfacing across project teams and documentation.
- Develop client relationships and build new relationships in continued support of developing a more diverse and robust business.
- Provide support with the development of proposals and bid submissions.
- Knowledge of local, State and Commonwealth legislation relating to environmental management in NSW and other jurisdictions in Australia.
- Project management of staff and consultants as required.
- Scope/cost projects and work with multi-disciplinary teams to develop strategic approaches to deliver best project outcomes.
- Bold thinking, intellectual rigour, industry best practice and effective community engagement.
- Take project inquiries, set up new projects, assist with proposals, undertake research, and get hands-on experience in significance assessments, listings, fabric analysis, report writing, project management, and AutoCAD drawing software.

Skills and Experience:

- Tertiary qualifications in Heritage Conservation, Museum & Heritage Studies, Urban & Cultural Heritage, Architecture, or a similar discipline.

- Minimum 2-3 years' experience in a heritage environment.
- Excellent communication and a good command of the English language (both verbal and written).
- Understanding of report writing methodology and content.
- Understanding of the heritage planning framework in NSW (LEPs, DCPs SEPPS and LEC case law).
- Understanding of heritage architecture and traditional construction.
- Experience with customer liaison and successfully managing complex projects on time and within budget.
- Excellent time management, self-motivated and have a proactive approach to the tasks set, highly organised.
- A good understanding of historical built fabric & building methods/systems/materials, technologies etc.
- Intermediate knowledge of Microsoft Word & Outlook. Photoshop & Excel an advantage but not essential.
- Valid Australian issued Driver's licence
- Authorisation to work in Australia.

An attractive salary package, commensurate with experience, will be offered. The company offers a flexible workplace and tries to ensure a good work/life balance for their employees and is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workplace. All employment is decided based on qualifications, merit, and business needs.

Please email your resume and cover letter or any queries to helen@heritage21.com.au

Please note that only short-listed candidates will be contacted. Recruitment agencies will not be considered, however, if we believe we require your assistance, we will be in touch.