

Senior Heritage Consultant

Heritage 21 is a specialist firm of dedicated heritage practitioners operating throughout NSW 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, report writing and mentoring junior staff. 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:

- Preparation for and attending site meetings.
- Overseeing and managing both small to large scale heritage projects of varying complexities.
- Preparation of heritage documentation for conservation projects including schedules, specifications, and maintenance plans. This includes the undertaking of heritage assessments using sound knowledge of statutory planning instruments at Local, State and Commonwealth levels.
- Providing detailed conservation advice to our varied clients.
- Mentoring junior and intermediate staff.
- Managing and maintaining positive relationships with clients including general office activity to meet deadlines.
- Work both collaboratively and autonomously within our creative and friendly atmosphere.

Skills and Experience:

- Tertiary qualifications in Heritage Conservation, Museum & Heritage Studies, Urban & Cultural Heritage, Architecture, or a similar discipline.
- Minimum 3-4 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.
- Drivers licence (NSW)
- 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.

