



Woollahra
Municipal
Council



**Heritage Officers x 2 – Part Time 21 hours per week
Pos No: PSHT**

Are you an enthusiastic and experienced heritage officer looking to join a small heritage team? Do you want to assist in caring for our environmental heritage which has a local, regional and, in many instances, a nationally recognised level of heritage significance. Woollahra has a rich and diverse history and natural setting that is represented in Victorian, Federation and inter-war buildings, precincts, settings and streetscapes.

Your primary roles are to provide advice on heritage-related development applications and heritage matters in general and to promote heritage conservation. Assistance with the preparation of heritage conservation policy from time to time also forms part of the job.

Essential selection criteria

- A tertiary qualification in architecture or an associated discipline and demonstrated skills in design.
- Demonstrated practical experience and knowledge of heritage conservation best practice.
- A thorough working knowledge of NSW heritage legislation and NSW Heritage Branch guidelines.
- Demonstrated experience in assessing heritage significance and in heritage impact assessments.
- Demonstrated problem solving and negotiation skills.
- Excellent written and oral communication skills.
- Well developed skills in the use of PC software including Word and Excel.
- Demonstrated commitment to the provision of quality customer service.
- A Class C driver's licence.

Desirable selection criteria

- A tertiary qualification in heritage conservation or town planning
- Experience with appeals in the Land and Environment Court
- Mediation and facilitation skills and experience.

*Enjoy a new lifestyle working at one of
Sydney's best office locations!*

Salary and benefits

- Salary from \$39,803 to \$46,643 pa+ Super.
- Part time hours, 7 hours per day, 3 days a week.
- Modern harbourside offices with beach and garden surrounds.
- Other benefits and conditions may be negotiated.

How to apply

- To be considered you must demonstrate how you meet each selection criteria outlined above.
- For further information, please refer to our 'How to Apply for a job' brochure via our website www.woollahra.nsw.gov.au
- Forward your application via e-mail to jobs@woollahra.nsw.gov.au, or post to the address outlined below.
- For further information contact Chris Bluett - Manager Strategic Planning on 9391-7083 during business hours.

CLOSING DATE: Friday, 24 September 2010

APPLICATIONS ADDRESSED TO:

Manager Human Resources

Woollahra Council Chambers
536 New South Head Rd
Double Bay NSW 2028

Woollahra is an equal opportunity employer and we provide a smoke free workplace

Position Overview: Heritage Officer

Purpose: Apply highly advanced specialist heritage skills and experience in effectively contributing to the conservation of the Municipality's rich mix of heritage areas, heritage items and other culturally significant places.



Functions

- To contribute towards the provision of an effective heritage conservation framework for the Municipality that is consistent with the vision expressed in the Council's Delivery Program and meets reasonable Council and community expectations.
- Provide comment on applications made under the Environmental Planning and Assessment Act 1979.
- Attend and actively participate in meetings of the Council's Development Application Review Committee.
- Provide comment on heritage-related development proposals that may originate from within the Council or are from external customers. These are not generally development applications.
- Contribute towards the improvement of staff knowledge and awareness of heritage matters and, in particular, towards the skills improvement of development assessment officers in dealing with heritage-related proposals.
- Where necessary, contribute to mediations and negotiations with applicants and between applicants and objectors to break deadlocks and achieve satisfactory outcomes for heritage-related applications.
- Attend, as Council's heritage expert, pre-lodgement meetings convened with applicants and other Council staff to discuss heritage-related development proposals

Selection Criteria

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Outcomes

- A demonstrated positive contribution is made to the management of heritage items, heritage conservation areas and culturally significant places through advice on development applications, development proposals, policy preparation and other strategic planning projects.
- Outcomes are consistent with the Delivery Plan's vision.
- To ensure that comments on applications are provided in a timely manner and in accordance application referral procedures.
- To contribute to the efficient co-ordination of the development application assessment process.
- To ensure that comments on applications and other proposals are provided with proper consideration to Council's statutory plans, development control plans and policies.
- To improve the knowledge and awareness of heritage matters in the organisation.
- To contribute towards the improvement of skills of development assessment officers in heritage matters.
- Agreed work plan targets and deadlines that are established following consultation with the Manager Strategic Planning are achieved.

Relationships

The Heritage Officer reports directly to the Manager Strategic Planning. The position may, as required, report to or be directed by the Director Planning and Development or the General Manager.

Projects and activities undertaken by the position are listed in the Council's Delivery Program. Councillors set priorities for projects and initiate new work through the Delivery Program, quarterly reviews of the Program and decisions arising from notices of motion.

The Strategic Planning Department forms part of the Planning and Development Division. The Department contains three strategic planners (including the team leader), three heritage officers, one environmental protection coordinator, two certificate clerks and one administrator. An urban design planner works closely with the Strategic Planning Department on many projects.

The Planning and Development Division also contains a Development Control Department and a Compliance Department.