

Position: Senior Archaeologist/Heritage Advisor

Are you an experienced, motivated, skilled heritage archaeologist looking for a friendly, supportive work environment as part of a diverse team of heritage professionals?

Navin Officer Heritage Consultants Pty Ltd is looking for an enthusiastic and experienced senior archaeologist/heritage advisor with expertise in Aboriginal and historical heritage.

This is a full-time position.

About Navin Officer Heritage Consultants

At Navin Officer Heritage Consultants, we are proud of our history as one of the longest continuously operating specialist heritage consultancies in Australia. We have a close-knit team based across our offices in Canberra and Sydney. While most of our work is in NSW (north coast, south coast and western Sydney) and ACT, we also take on interesting projects in other places across Australia and overseas.

Many of our team are multi-skilled and they include a diverse range of skills and expertise including geomorphology, anthropology, bioarchaeology, and GIS, stone tool and rock art specialists. This diversity makes us an exciting place to work, with monthly in-house learning and information sharing events.

We are seeking someone with at least 8 years consulting experience to join our small project managers team. For potential candidates we can offer a diverse and challenging range of projects, a supportive and friendly team, attractive and competitive remuneration, and the potential to develop existing and new skills.

Qualification and Skills

Due to an overseas posting, we are losing one of our key team members. We are seeking to employ a senior archaeologist/heritage advisor who has substantial experience in the conduct of all aspects of cultural heritage consulting projects to fill the soon – to - be - vacant position. This position involves the direction and management of major projects, including research, field programs, finds analysis, community consultation, liaison with clients and authorities, and the preparation and editing of reports.

The applicant's experience may be focused in either Aboriginal or historical fields, however, an ability to operate in both would be an advantage.

The following skills and experience are a minimum requirement:

- ❖ Bachelor – level university degree with honours in the field of either Aboriginal or Historical Archaeology
- ❖ Minimum 8 years of experience in consulting
- ❖ Demonstrable experience in running multi-disciplinary field teams
- ❖ Demonstrable ability to write technical reports to a high standard
- ❖ Ability to work well as part of a team whether as a project leader or as a flexible team member
- ❖ Experience in liaison with stakeholder communities, clients and government authorities



- ❖ A thorough and current understanding of State, Territory and Commonwealth legislation, policy and planning principles relevant to cultural heritage management in Australia
- ❖ Experience in researching primary and secondary sources
- ❖ Experience in project management, and the ability to supervise or assist in all aspects of archaeological field practice
- ❖ The ability and willingness to travel for work, the scope and duration of which is project-dependent
- ❖ Experience in archaeological survey, recording, excavation and data analysis
- ❖ Experience in the preparation of a wide range of consulting reports such as small and large project impact assessments, management plans, interpretation plans and archival recordings
- ❖ A current driver licence.

To Apply for this Position

Please forward your application, to

To Navin Officer Heritage Consultants Pty Ltd
4/71 Leichhardt Street
KINGSTON ACT 2604

Or

Email to: navinofficer@nohc.com.au

Your application should include.

- ❖ a cover letter explaining how you meet the criteria
- ❖ a curriculum vitae and
- ❖ contact details for three referees, at least one of which has been your direct line manager in the past.

Applications close May 20th 5pm. However, a decision may be made sooner if the ideal person is found before then.

Please note that we will want to see evidence of technical report writing skills before making a decision to employ a person in this position.

We are keen to make a quick appointment so that there can be an adequate handover period with our departing team member.

Inquiries regarding this position can be made to:

Nicola Hayes on (02) 6282 9415, or Susan McIntyre-Tamwoy 0425215012.

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