



Woollahra
Municipal
Council



Strategic Heritage Officer
Pos No: PSHT



We value:

- Respect for people
- Integrity and excellent performance
- Professional, quality service
- Open, accountable communication.

Woollahra has a rich and diverse history and natural setting that is represented in Victorian, Federation and inter-war buildings, precincts, settings and streetscapes. Council is seeking an enthusiastic and experienced person to join its heritage team in caring for this environmental heritage which has local, regional and, in many instances, a nationally recognised level of heritage significance.

Your role includes the preparation of heritage conservation policy and information, provision of advice to Councillors and staff, and promotion of heritage conservation in the community. You will also respond to customer enquiries and assist in explaining policies to customers.

Essential Criteria

- A tertiary qualification in architecture, town planning or an associated discipline.
- Demonstrated experience in the preparation, review and implementation of heritage-related legislation, policies and strategies used in local environmental plans and development control plans.
- Demonstrated experience in heritage impact assessment, assessing heritage significance and preparing heritage inventory sheets for local and state heritage items.
- A thorough working knowledge of NSW heritage legislation and NSW Heritage Branch guidelines.
- Time management skills, with a particular ability to balance priorities.
- Project management skills.
- Demonstrated research and problem solving skills.
- Excellent written and oral communication skills, including skills in public presentations.
- The ability to provide creative input to the operation of a team of multi-skilled professionals.
- 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

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

Desirable Criteria

- A tertiary qualification in heritage conservation.
- Demonstrated experience in the preparation and review of planning policy used in local environmental plans and development control plans.
- A working knowledge of NSW planning and environment legislation.
- Experience with appeals in the Land and Environment Court.

Salary & benefits

- Salary up to \$96,615 + super
- Private use vehicle + fuel
- Nine day fortnight
- Modern harbourside offices with beach and garden surrounds

How to apply

- Apply on line by clicking the link below.
- You will be asked to demonstrate how you meet each of the selection criteria.
- If you have a separate statement addressing the selection criteria, please upload it as a cover letter and simply refer to it in the online questionnaire.
- For tips on how to apply for a Council job, please see our recruitment and selection guidelines.
- For further information about the role, please contact Chris Bluett, Manager Strategic Planning on 9391 7083 during business hours.
- Our preference is for applications to be submitted online, however, we will accept hard copy applications addressed to: Manager Human Resources, Woollahra Council, PO Box 61, Double Bay NSW 1360.

Closing Date: Monday, 8 July 2013

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Woollahra is an Equal Opportunity Employer and we provide a Smoke Free Workplace