

DEPARTMENT OF ENVIRONMENT & CONSERVATION (NSW)

POSITION DESCRIPTION

POSITION TITLE:	Heritage Architect
CLASSIFICATION/GRADE:	EPO 9
DIVISION & BRANCH:	
REGION/SECTION/AREA/UNIT:	
LOCATION:	
PURPOSE OF THE POSITION:	Contribute to strategic heritage planning, conservation management and maintenance of historic heritage places managed by the Department and provide expert heritage architectural services in the planning and management of structural assets.
POSITION REPORTS TO:	
PSNS REPORTING TO THIS PSN:	
INDIRECTLY REPORTING #	
BUDGET	

KNOWLEDGE, SKILLS & EXPERIENCE (Selection Criteria)	
1. Registered or eligible for registration with the Australian Institute of Architects with significant practical experience in heritage conservation and extensive operational experience in working in historic buildings. 2. Sound knowledge of design and construction practice, historic heritage management and conservation practices, objectives and ethics. 3. Working knowledge of legislation relating to the management of historic places in NSW including the Heritage Act 1977, Environmental Planning and Assessment Act 1979 and National Parks and Wildlife Act 1974. 4. Knowledge of the Australia ICOMOS Burra Charter and the Building Code of Australia, and the roles and functions of NSW government agencies with respect to historic heritage conservation and management. 5. Demonstrated analytical skills with the ability to develop workable solutions to complex situations. 6. Well developed liaison, written and verbal communication skills with experience in preparing operational reports and working in a team environment. 7. Demonstrated experience in negotiation, project management, financial management and the supervision of staff and operational works. 8. Current drivers licence. 9. Sound knowledge of, and capacity to implement equal employment opportunity (EEO). Sound knowledge of, and capacity to implement ethical practices. Sound knowledge of, and capacity to implement Ethnic Affairs Priority Statement (EAPS). Sound knowledge of, and capacity to implement occupational health and safety (OH&S).	

NOTE: This document should be used in concert with the various pieces of legislation applicable to the position, corporate, divisional and branch/section plans; individual work plans and project and business plans. All employees are expected to commit to corporate values and standards.

Management Endorsement of Position Description	Sent to Robert Goodman for review
Position #s	07026
WP References	1620
Date:	23/4/07

POSITION IMPACTS
(Challenges and Influence)

- Role of cultural heritage conservation advocate balanced with natural and cultural values, and the differing views and priorities of a variety of stakeholders.
- Conservation objectives require integration with pragmatic management solutions.
- Potentially contentious and controversial issues discussed with the manager prior to taking action.
- Report, briefings, submission and correspondence in final form for the approval of the manager.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Develop, plan and undertake strategic historical heritage management projects including the coordination of specialist consultants/contractors, and developing and maintaining partnerships and budgets to ensure projects are completed within established specifications along with budget and time constraints.
- Provide professional and expert advice and briefings to stakeholders on design issues, fabric management, asset and risk management, conservation planning and works including heritage assets to ensure the strategic management and conservation of significant heritage places administered by the Department.
- Review and contribute to the development of conservation management and operational plans, architectural design documentation/drawings, consultant briefs, grant/capital works bids, and other materials to ensure processes and actions remain relevant, contemporary and responsive to government/corporate strategies/ objectives.
- Contribute to the Section's development and review of technical standards to ensure that quality control and best practice standards are implemented and continuous learning and improvement across the Department is achieved.
- Contribute to the development and review of Departmental operational policies, standards, strategies and other documents to ensure they are commensurate with government and corporate strategies and priorities.
- Provide high quality advice in response to Ministerial and Departmental inquiries related to historic heritage to ensure management have sufficient and quality information and decision making tools at their disposal.
- Exercise Heritage Council delegated authority through the provision of expert advice and the review of a range of documents to ensure heritage requirements are considered in the implementation of building/conservation works.
- Represent at various forums including committees, meetings and conferences ensuring that the Division's / corporate position is articulated consistently and appropriately.
- Oversee the implementation of building works to ensure projects are completed in accordance with Department specifications/standards and occupational health and safety policies and guidelines are consistently implemented.
- Establish and maintain a network of professional contacts across the environment, conservation and cultural heritage portfolio to foster and promote the wider aims/objectives of the cultural heritage role of the Department.
- Implement equity, customer service and OH&S policies and principles; and strategies and plans relative to the Ethnic Affairs Priorities Statement so that staff, co-workers and internal and external customers are provided with appropriate and high quality services and facilities. Ensure ethical work practices to preserve the professional integrity of the workplace.