

Role Description

Heritage Officer



Title	Heritage Officer
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Environment and Planning / Strategic Planning / Local Planning and Policy
Reports to	Section Manager Local Planning and Policy

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Heritage Officer is responsible for the facilitation of specialist advice on heritage design and planning. Heritage Officer will contribute to the development of Council's heritage strategy, policies and educational/promotional material supporting and preserving Indigenous and non-Indigenous heritage within the Local Government area.

The position of Heritage Officer is required to provide quality customer service and create value for the community.



Key Duties and Responsibilities

- Facilitate the provision of specialist design direction to applicants seeking to carry out work to heritage items and specialist heritage advice in relation to urban design matters.
- Promote the principles of heritage conservation and manage the development and implementation of heritage related information to be included in educational and promotional material in cooperation with the relevant Directorates.
- Coordinate the review of sites potentially containing elements of Aboriginal heritage and review items that hold a strong or special association with a particular community or cultural group in the LGA for social, cultural or spiritual reasons.
- Liaise with all stakeholders in the planning process and the presentation of material to interested parties, the general community and Councillors.
- Review and deliver the annual Heritage Small Grants Program.
- Provide advice and support to Council's Heritage Advisory Committee and local heritage Community Groups.
- Direct and support the development of Gosford's Heritage Strategy in consultation with internal and external stakeholders.
- Manage the development and implementation of heritage related programs and projects identified in the Heritage Strategy in conjunction with the relevant Directorates and external stakeholders.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.



- Decisions affect the work and activities across a major function or a number of Units.
- The work of the Heritage Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements.
- The Heritage Officer is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.
- Identifies requirements as an input to budget development.
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.



Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Degree qualification in Planning, Architecture or Archaeology or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;



- Current Class C Driver's Licence.

Desirable

- Postgraduate qualification in related field;

EXPERIENCE

- Proven comprehensive understanding of architecture and experience in heritage project management, conservation principles, procedures and legislation;
- Demonstrated expert knowledge of heritage legislation and guidelines;
- Demonstrated knowledge of and commitment to Environmental Management principles. Experience promoting, educating, and supporting heritage conservation;
- Recent experience working on heritage conservation projects;
- Highly developed interpersonal and leadership skills including demonstrated aptitude for community engagement.
- Demonstrated experience in the development and delivery of strategy.

Key Relationships

Internal	External
Leadership Team	Community
Unit Managers	State and Federal Government Agencies
Council employees	Industry representatives and associations
	Unions

