

## POSITION DETAILS

<b>Position Title:</b>	Heritage Advisor	<b>Position Grade:</b>	10
<b>Department/Directorate:</b>	Urban Strategy / City Planning & Environment	<b>Position Status / Hours per Week:</b>	Full Time / 35

## PRIMARY PURPOSE OF THE POSITION

The City of Ryde includes a diverse range of public and private Heritage assets and is home to a number of places of Aboriginal significance.

The Heritage Advisor is responsible for providing expert heritage advice to internal and external customers of Council and undertaking technical heritage assessments of proposed development activity. In addition, the position will also administer Council's Heritage Advisory Committee, and deliver projects to promote the conservation of local heritage. This advice and assessment will ensure Council achieves its objective to conserve places of heritage significance, and meet its statutory obligations with respect to heritage conservation.

This includes, but is not limited to review of Development Applications, Planning Proposals, and Heritage Exemptions under Council's Local Environmental Plan, facilitating Council's Heritage Grants Scheme

The key responsibilities of the position include:

- Answering heritage enquiries from internal and external customers within corporate timeframes.
- Provision of balanced, practical, and timely heritage impact assessment and advice in relation to development applications and compliance, planning proposals, applications and notifications under the NSW Heritage Act, and applications for exemption from consent requirements for minor works under Ryde LEP 2014 within corporate timeframes.
- Attend and present advice to Local and Regional Planning Panel meetings and appear as an expert witness before the Land and Environment Court in relation to heritage matters.
- Meet with internal and external customers regarding heritage matters.
- Undertake research and site inspections to inform heritage advice and assessments.
- Undertake heritage assessments of potential local heritage items or conservation areas.
- Peer review external heritage advice provided to Council.
- Facilitate Council's Heritage Working Group, including attending meetings as Council's staff representative, arranging agendas with the Chair, and providing updates and advice to the committee on heritage matters.
- Facilitate Council's Heritage Grant Scheme, including publicising the scheme, answering enquiries, monitoring allocation of available funds, undertaking and arranging assessment of applications, notifying applicants of the outcome of assessment. the release of funds to successful applicants.
- Provide Heritage conservation and management advice to other Council Departments.
- Develop and deliver promotional and educational activities and projects to increase the community awareness and public profile of local heritage and heritage conservation.
- Carry out assessments, administration and reporting delegated or required under the NSW Heritage Act.
- Monitor relevant heritage registers and schedules for accuracy and currency.
- Assist and collaborate with consultants engaged to deliver key tasks.
- Represent Council on heritage related committees, working parties, and consultations.
- Prepare submission or reports responding to heritage related matters.
- Contribute to strategic policy development and city activation activities and projects delivered by the Department.
- Undertake and assist with other duties, tasks and projects as required.

The position requires:

- Dedication to delivering a high standard of customer service in relation to dealing with members of the public, other staff and Councillors
- That customer enquiries are responded to in an effective and timely manner
- A collaborative and practical approach.
- Keeping up to date with industry best practice in relation to heritage impact assessment and heritage conservation.
- Keeping up to date with relevant statutory requirements in relation to heritage matters.

## SELECTION CRITERIA

### Education / Qualifications

- Degree qualification in Urban Planning and/or Architecture or a related discipline, specialising in heritage conservation.

### Experience/Specific skills

- Experience in heritage conservation, heritage planning, and heritage impact assessment.
- Demonstrated experience in heritage management and/or assessment within a suburban context.
- Experience in promoting awareness of heritage conservation.
- Experience negotiating outcomes between diverse groups of stakeholders.
- Demonstrated experience providing practical and balanced advice on development proposals.
- Demonstrated experience in communicating technical advice in an accessible manner.
- Demonstrated ability to collaborate with other heritage, planning and development professionals.
- Experience presenting to planning panels and as an expert witness in the Land and Environment Court.
- Valid Driver's Licence
- Knowledge of and commitment to WHS and EEO principles

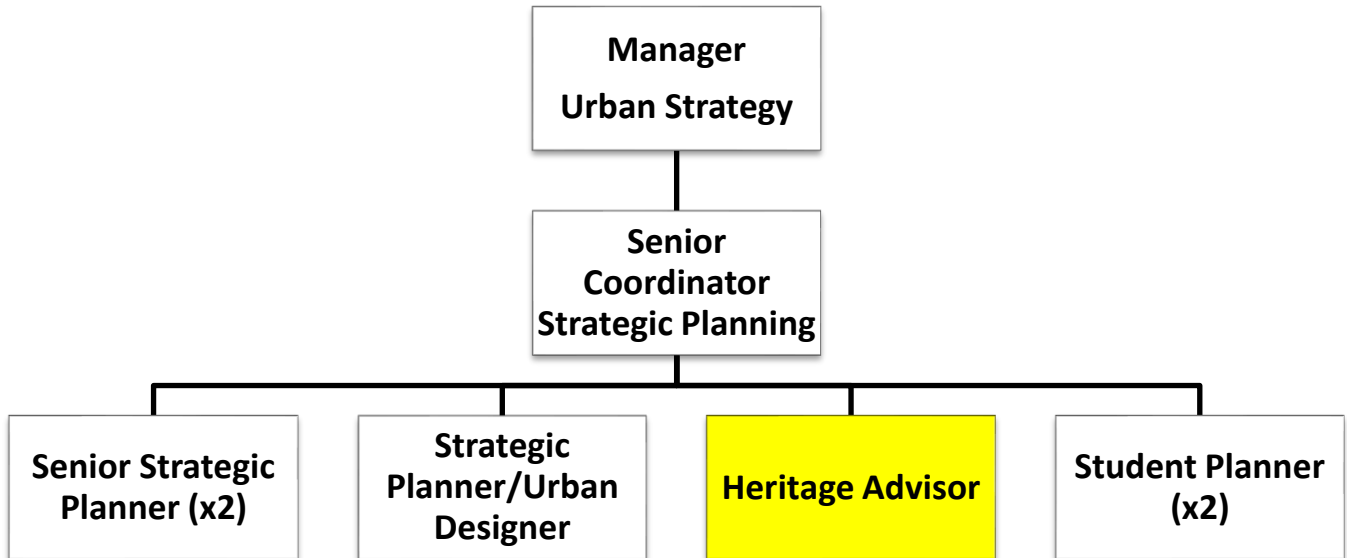
### Personal Attributes

- Customer focused
- Comfortable working on a broad range of tasks including administrative tasks
- Collaborative approach to challenges
- Problem solver who seeks practical, deliverable solutions to challenges
- Confident communicator
- Highly developed ethical awareness and a high level of professionalism, honesty and transparency.
- Covid-19 vaccinated

### Desirable Qualifications, Experience and/or Skills

- Knowledge of Local Government operations, particularly with respect to heritage related development assessment and compliance functions.
- Demonstrated experience drafting and amending planning instruments and/or controls.
- Project Management qualifications and/or experience.
- Bi-lingual language skills.

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The items below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning & Environment Directorate of the organisation.

- Heritage place enhancement and development
- Heritage information service
- Land use plans and controls development
- Public domain (centres) development and management
- Place management development
- Land use data management
- Urban design development

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.

7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required
12	To actively document all policies, procedures, projects and activities as required
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through relevant corporate systems and methodologies
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	