

SENIOR HERITAGE ADVISOR

POSITION DESCRIPTION

Position Title:	Senior Heritage Advisor
Responsible To:	Team Leader, City Policy & Heritage
Council Portfolio	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 7

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) employees across all Portfolios and Programs and Corporate Teams
External	Owners of Heritage Places Heritage Architects, designers and tradespersons State Government agencies in particular the Heritage Branch of State Government Peak bodies, Industry and Professional Associations involved in heritage management General Public

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Primary Purpose

As part of the Park Lands, Policy and Sustainability Program the Senior Heritage Advisor will support the delivery of the Council Heritage Strategy, in particular through assessing and overseeing applications for funding assistance through the Heritage Incentives Scheme, supporting delivery of heritage policy projects and providing expert heritage advice.

Responsibilities

The Senior Heritage Advisor is responsible for;

- Providing specific architectural and heritage conservation advice and assistance to owners and occupiers of heritage listed properties.
- Overseeing applications for funding through the Heritage Incentives Scheme including the assessment of projects, allocation of funds, assisting owners to obtain Development Approval, verification of satisfactory completion and disbursement of payments.
- Building effective relationships with building owners and other stakeholders to maximise the use of funds for the conservation of heritage listed properties and reinforcement of the City's distinctive character.
- Giving specific heritage and related urban design advice on development applications, policy and projects across Council.
- Assessing Development Applications for funded conservations work.
- Undertaking, supervising and co-ordinating as required specific projects, studies, assessment of development applications and work tasks within the area of heritage conservation.
- Maintaining adequate information records regarding particular properties where Council has initiated conservation work, to accord with the intent of the Australian ICOMOS Burra Charter.
- Contributing to improvements to the effectiveness and efficiency of the delivery of the Heritage Incentives Scheme.
- Inspecting and assessing both internal and external construction site and building conditions.

Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the Employee Behavioural Standards Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Position Criteria

Qualifications	A tertiary qualification in Architecture and/or Heritage conservation or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Demonstrated ability to communicate with and assist people in order to manage work and resources across a range of projects and in a manner that supports professional development.	Essential
Financial Skills & Acumen	Ability to understand broad commercial realities.	Essential
Technical Knowledge & Experience	<p>Comprehensive architectural knowledge of traditional buildings and their cultural significance</p> <p>Extensive knowledge of:</p> <ul style="list-style-type: none"> The historical forces that moulded the City and their impact on the physical character that occurred. Adelaide's construction vernaculars and the associated conservation techniques. <p>An extensive understanding of the tenets of conservation of the built environment.</p> <p>A knowledge of the Australia ICOMOS Burra Charter</p> <p>Extensive knowledge of the legislative provisions which provide the basis of heritage management.</p> <p>Extensive experience in applying conservation philosophy and techniques to buildings and places of heritage significance.</p> <p>Good knowledge of traditional building construction.</p> <p>Demonstrated ability to supervise and co-ordinate specific projects, studies and work tasks within the area of heritage conservation.</p> <p>Ability to formulate Conservation Plans and briefs for Conservation Plans for the management of heritage listed properties as required.</p>	Essential
	Experience in heritage related fields – particularly urban design, planning, building or environmental studies.	Desirable
Project Management	<p>An understanding of basic project management principles which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.</p> <p>Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.</p>	Essential
Innovation & Initiative	Demonstrated high levels of initiative, accountability, organisational and time management skills and ability to work in a team environment.	Essential

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Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Excellent customer service skills, with a focus on achieving outcomes. Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive, confidential and/or political matters.	Essential
Collaboration & Communication	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing Highly developed communication and interpersonal skills (oral and written) including report writing. Substantial ability to build and maintain cross Council relationships that are critical to policy delivery.	Essential
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system. Demonstrated computer literacy and experience using records management systems. An awareness of Workplace Health & Safety issues, standards and actions in the workplace.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others across the City, moving between rooms	
Climbing	✓			Option to take the stairs Climbing on scaffolding at building sites	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

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Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.