**Position Description**

**College/Division:** Facilities and Services Division  
**Faculty/School/Centre:** Operations Portfolio  
**Department/Unit:** Sustainability and Heritage Office  
**Position Title:** University Heritage Advisor  
**Classification:** ANU Officer 8 (Specialist)  

**Position Dimension & Relationships:**  
The University Heritage Advisor reports to the Manager, Sustainability, working in close collaboration with the Facilities and Services team and across the University to deliver their objectives. The University Heritage Advisor provides high quality, specialist technical advice and support, building professional relationships with internal and external stakeholders.

**Role Statement:**  
Under the broad direction of the Manager, Sustainability, the University Heritage Advisor will:

1. Provide specialist technical heritage advice and support on projects and proposals such as new building works and refurbishments and landscape projects. Including heritage impact assessments, interpretation advice, risk assessment, business cases and funding submissions.

2. Take responsibility for the design, development and delivery of heritage related resources and specialist technical documents including heritage strategies, heritage management plans, heritage studies, interpretation strategies and other advice as required.

3. Act as primary point of contact for heritage related enquiries from key stakeholders including F&S Senior Management Team, Colleges, Divisions and the wider University community, designated user groups and external stakeholders, such as relevant government bodies, contractors and consultants.

4. Provide effective supervision of the Collections Officer in ensuring that workloads, objectives and deadlines are met in the implementation of the Collections Policy and the development of collections activities at ANU. Supervision of casual employees and student interns may also be required.

5. Contribute to specialised technical knowledge to strategic planning and continuous improvement of University processes by contributing to the development of policies, procedures, guidelines and provide high-level input and development of initiatives aimed at ensuring compliance with legislation and industry best practice.

6. Undertake the development of communication and engagement activities and materials to educate and inform the ANU and wider community about the heritage values of the ANU including liaison and engagement with the local Indigenous community and participation in regional and local events.

7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
8. Ensure compliance with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

**SELECTION CRITERIA:**

1. A degree in Cultural Heritage or relevant equivalent, and/or extensive relevant experience in heritage conservation and management. Demonstrated experience in the application of the EPBC Act would be highly desirable.

2. Experience and demonstrated ability in successfully providing high-level technical support on projects and proposals.

3. Proven capacity to assess complex matters, interpret, apply, and provide advice on relevant legislation and policy to Senior Management. This includes the ability to propose research and develop new policies and procedures.

4. Demonstrated high-level organisational skills, analytical and problem solving skills with sound judgement in decision-making, and the ability to strategically prioritise workload to meet competing demands.

5. Proven ability to take innovative approaches leading to process improvement and the achievement of strategic goals is required.

6. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated ability to liaise effectively with key internal and external stakeholders and proven experience drafting management documents.

7. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

**Delegate Signature:**

**Date:**

**Printed Name:**

**Position:** Director Facilities & Services

**References:**

- General Staff Classification Descriptors
- Academic Minimum Standards