PORT ARTHUR HISTORIC SITES

Position Description

Award	*Port Arthur Historic Site Management Authority Award*
Classification	Professional Stream Band 3
Employment	**Day Worker - Permanent Full-time**
Position Title	**Conservation Manager**
Hours of work per fortnight	76
Division	Conservation & Infrastructure
Position Reports to	Director Conservation and Infrastructure
Location	Port Arthur (Head Office) and Hobart, Tasmania Flexible work arrangements will be considered, if appropriate and possible.

Acknowledgement of Country

Port Arthur Historic Site Management Authority recognises the deep history and culture of Lutruwita/Tasmania. We acknowledge the Palawa people, the traditional owners of the Land upon which we work. We acknowledge and pay our respects to all Aboriginal communities – all of whom have survived invasion and dispossession and continue to maintain their identity and culture.

Child & Youth Safe

Port Arthur Historic Site Management Authority (PAHSMA) is committed to the safety and wellbeing of all children and young people at our sites and involved in our activities and programs. Further information is available at:

- About Us - Port Arthur Historic Site or
- https://oir.tas.gov.au/about/the-child-and-youth-safe-organisations-framework.

While PAHSMA endeavours to ensure all staff understand its child and youth safe policy framework, it is ultimately an individual responsibility of every employee to understand their personal responsibility and accountability under Tasmania's Child and Youth Safe Framework, including as that relates to PAHSMA's policies. Policy information can be obtained from PAHSMA's share drive or by contacting the People & Culture Division. Further information can also be obtained from the Office of the Independent Regulator at https://oir.tas.gov.au/home.

About the Role

Manage capital and maintenance works relating to the conservation of historic fabric and structures and ensure that the cultural heritage values of the Port Arthur Historic Sites are maintained and protected.

Key Focus Areas / Deliverables (Statement of Duties)

The following are some of the key focus areas for the position. These may change regularly or periodically, and duties should be reviewed and updated periodically to reflect changes in the role and to align with priorities.

Work is performed under general direction to achieve the required outcomes. Within the scope of the role, flexibility, innovation and initiative are expected in providing alternative solutions to operational issues and challenges.

- Manage designated conservation capital and maintenance projects within a wider policy, strategic and budgetary context, determined in consultation with the Director, Conservation & Infrastructure
- Prepare and/or monitor programs and budgets, including progress and status reports, for designated projects
- Monitor the condition of the heritage attributes of the three sites, and formulate a prioritised program of cyclical conservation works that allocates available funding and resources to ensure the conservation and protection of the listed World, National and Tasmanian heritage values.
- Monitor and record conservation works as required.
- Manage conservation works projects in accordance with PAHSMA's project management and governance requirements. Prepare project progress and status reports for the Board and Executive and ensure that the development and management of designated projects are compliant with applicable legislation, regulations and standards of professional practice.
- Manage and mentor the Conservation Project Officers - Buildings, Archaeology, Cultural Landscape and Collections - and supervise the work of external consultants and contractors.
- Contribute to the establishment of PAHSMA as a centre of excellence in the conservation and interpretation of cultural heritage places of international significance.
- Collaborate with the Works Coordinator in the establishment and maintenance of the conservation component of the Buildings & Works Program and provide direction for the Works Crew as required in conservation matters.
- Prepare or supervise reports, studies, proposals and business cases, based on thorough analysis and research, in support of designated projects.
- Manage statutory permissions for conservation and infrastructure works across the three sites.
- Provide a high level of support and strategic advice to the Director Conservation & Infrastructure including the effects of tourism and related activities.
- Other duties as required and directed from time to time.

Capabilities & Attributes (Selection Criteria)

1. Specialist experience and knowledge at a senior level in the planning, documentation and implementation of capital and maintenance conservation projects, including the formulation and monitoring of program and budgets, particularly within the area of public buildings and sites.
2. Demonstrated high level experience in the conservation of historical built fabric and places.
3. Demonstrated thorough understanding of contemporary conservation principles and practices, especially the Australia ICOMOS *Burra Charter* 2013.
4. Demonstrated understanding of current building construction standards, especially the *National Construction Code*.
5. Proven experience in the management of a professional team requiring a high level of organisation, as well as trades and unskilled staff, external consultants and contractors.
6. Highly developed communication and interpersonal skills with strong focus on internal and external liaison, consultation, negotiation, handling conflict, and delivery of public presentations.

Desirable Attributes

- Degree in Architecture or a related cultural heritage discipline or equivalent qualification
- Postgraduate qualification or experience in a relevant cultural heritage management discipline
- Industry recognised professional affiliations
- Qualification or experience in construction project management
- Accreditation under *Building Act* 2000

Working in our team

The work we do is important for managing, maintaining and conserving PAHSMA's heritage. No two days are the same, so we are flexible and adaptable. We are outcome focussed and have a diverse range of skills in our team. Teamwork, resilience and good communication and collaboration are key to our success. We are agile and adopt a can-do approach. We support each other by stepping up and sharing the load. We work collaboratively with other work areas to achieve our goals. We acknowledge how people achieve as well as what they achieve.

Respect is a key value for us. We strive to be a high performing innovative workplace. Creative problem-solving skills are an asset in our team. We encourage collaboration and constructive feedback. We keep each other updated on issues and progress. Every job in our team is connected to other jobs and teams. We value diversity and inclusion, and the different perspectives people bring to our team. We are all accountable and responsible for the team and to the team.

Assessing candidates

When applying for positions with PAHSMA, the Position Description should be read in conjunction with the Information for Applicants document.

The position overview and deliverables, capabilities and attributes, and our expectations, outline the key skills, knowledge, experience, behaviours and attitudes required to successfully fulfil the responsibilities, duties and expectations of the position. They also provide a measure against which candidates will be evaluated through the selection and appointment process and enable PAHSMA to assess the overall and comparative suitability of candidates.

PAHSMA utilises a variety of methods to assess a candidate's suitability. These may include, but are not limited to, assessment of written applications and resumes, screening and interview meetings, and references and other search information. PAHSMA recognises the importance of 'right person, right job, right time' and we look for people who will live our Values. To the extent possible, we will undertake all reasonable assessment investigations required to achieve a quality outcome for the organisation and its people, stakeholders, and visitors.

About PAHSMA

About Us

Port Arthur Historic Site Management Authority (PAHSMA) is responsible for the conservation and development of visitor experiences at three of the eleven sites which make up the UNESCO Australian Convict Sites World Heritage Property inscribed in 2010.

The Port Arthur Historic Sites are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world.

Our three sites are in southern Tasmania

- Port Arthur Historic Site
- Coal Mines Historic Site, Saltwater River
- Cascades Female Factory, Hobart

The sites tell unique aspects of the global story of forced migration of convicts by the British Empire. They help Australians and international visitors to understand the history of Australia – from the ongoing custodianship of the Palawa people before, during and after invasion, through the colonial period and convictism to the terrible events of 1996 that occurred at Port Arthur.

Our sites are important places for our communities to talk about and understand our complex history and build a better understanding for the future. They are places of history, learning and conversation – and they belong to the people of Lutruwita/Tasmania, Australia and the world.

We are known as experts in conserving our heritage and convict history – and we share this deep knowledge with visitors and the world.

Read About Us - Port Arthur Historic Site and 2023-28 Strategic Plan to find out more.

Our Expectations

PAHSMA People must meet high standards of behaviour and conduct and align with the organisation's requirements and expectations, including but not limited to those outlined in this PD and the governing legislation, regulations and requirements for Tasmanian State Service employees.

PAHSMA does not tolerate discrimination, harassment, sexual harassment, bullying or victimisation in the workplace or toward colleagues anywhere at any time. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

PAHSMA expects everyone to take personal initiative and responsibility to:

- understand and comply with all policies, procedures, standards and reasonable directions including in relation to the *Port Arthur Historic Site Management Authority Award*, the *Port Arthur Historic Site Management Authority Act 1987*, and our Emergency Management Plan;
- take reasonable care to protect the safety, health and welfare of self and others in the workplace including by adhering to occupational health and safety legislation and requirements including but not limited to: exercise reasonable care in the performance of duties; comply with all Work Health & Safety (WHS) policies, procedures and requirements; report and document all accidents/incidents; and, be aware of procedures in the Emergency Management Plan;
- model a high standard of ethical and respectful behaviours and attitudes consistent with PAHSMA Values and Tasmanian State Services Principles and Code of Conduct, PAHSMA policies and expected professional standards; and contribute towards a positive and result focussed workplace culture and visitor experience;
- support diversity and inclusion and uphold the principles of fair and equitable access to employment, promotion, personal development, and training;
- participate actively and constructively in performance management and professional development activities; and be agile, resilient and willing to take on new activities as needs, jobs and workplaces evolve.
- ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage.

Our Values

Respect	We care for each other with fairness and kindness
Voice	We are willing to be open, to listen and to learn from each other
Accountable	We all take responsibility for our decisions, actions and words
Together	We work together to achieve our shared purpose

Endorsed by Head of People & Culture		**Approved by CEO**	
Initial:	**Date:** 02/09/2026	**Initial:**	**Date:** 02/09/2026

Version Control			
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General inquiries	recruitment@portarthur.org.au
PAHSMA website	portarthur.org.au