



Position Description

Award	Port Arthur Historic Site Management Authority Award
Classification	General Stream Band 6
Position Title	Conservation Project Officer (Cultural landscape and environment)
Employment Status	Permanent Full Time
Hours of work per week	38
Division	Conservation and Infrastructure
Position Reports to	Conservation Manager
Location	Port Arthur (Head Office) and Hobart, Tasmania Flexible work arrangements will be considered, if appropriate and possible.

It is strongly recommended when applying for positions with the Port Arthur Historic Site Management Authority (PAHSMA) that the Position Description is read in conjunction with the Information for Applicants document.

Position Overview

Working on cultural landscape and environments with significant heritage value co-ordinate works programs and projects to deliver high level conservation, infrastructure, maintenance, safety, quality and efficiency outcomes for all our buildings, grounds and gardens, and our important Aboriginal cultural heritage. Work closely with Aboriginal communities and colleagues to embed Aboriginal Cultural Heritage management principles into our organisation.

Collaborate with colleagues and stakeholders, to support the planning, development, co-ordination, delivery and reporting for diverse projects that draw on the diverse range of cultural strengths and experiences of Aboriginal people and ensure our significant heritage is properly managed and protected for future generations to enjoy.

Key Deliverables (Statement of Duties)

Accountable to the Conservation Manager, and working within our portfolio management framework, operate with considerable autonomy of approach in delivering services and outcomes consistent with program objectives for our conservation and infrastructure capital projects.

- In line with contemporary project management principles, manage and oversee a range of projects and complete them on time and budget. Negotiate timelines for projects and manage associated staff, contracts, consultants and contractors.

- Agilely manage the implementation and monitoring of maintenance, infrastructure and conservation works associated with natural and cultural landscapes for our three sites in accordance with statutory obligations, planning instruments, heritage guidelines and management plans.
- Apply specialised knowledge to complex and challenging cultural landscape and environment conservation, grounds and infrastructure activities.
- Provide expert technical and professional assessments, advice and strategic guidance to ensure the effective, efficient and compliant management of Aboriginal Cultural Heritage and engagement with Aboriginal communities.
- Lead and co-ordinate, through the use of insights and foresight, the development, maintenance and implementation of practical tools and procedures to embed Aboriginal Cultural Heritage management principles into the organisation.
- Lead the proactive establishment and support the maintenance of effective working relationships with Aboriginal representatives and associated support agencies, including regulators, on Aboriginal Cultural Heritage management matters.
- Provide advice and recommendations to the Conservation Manager and Infrastructure Manager on works programs and projects across our sites, and support, advise and problem solve with other managers and staff on conservation and maintenance matters to ensure heritage requirements are understood and utilised where needed.
- Maintain a safe and healthy work environment and provide support and advice on work health and safety compliance to the C&I team including preparation of Safe Work Methods Statements, audits, inspections, health checks and research and development of action plans.
- Prepare high quality reports, WHS policies and procedures, budgets, and quotations and tenders for goods and services within budget.
- Regularly liaise with team members, internal and external stakeholders, identify and manage project interdependencies and varied expectations and viewpoints for a diverse range of stakeholders and professionally represent PAHSMA in meetings and other forums.
- Contribute to building and maintaining a positive, collaborative, open, respectful, supportive and high performance workplace culture across the team.
- Other duties as required and directed from time to time.

Duties should be reviewed and updated periodically to reflect changes in the role and to align with priorities.

Capabilities & Attributes (Selection Criteria)

- Proven capacity to effectively project manage capital, infrastructure and maintenance works projects, and to problem solve, analyse, evaluate and integrate creative, timely and cost effective solutions, in a dynamic work environment subject to competing priorities and change.
- Specialist professional knowledge and experience with cultural landscape and environmental management.
- High level of knowledge, skills and experience with the legislation, policies and practices relating to Aboriginal Cultural Heritage management and demonstrated skill in their practical application.
- Proven skills and expertise in building connections and working collaboratively with Aboriginal communities to develop and maintain mutually beneficial outcomes and foster sound working relationships.
- Well-developed understanding of work health and safety standards and practices, particularly as related to landscape management.
- Effective interpersonal, written and verbal communication skills including demonstrated ability in stakeholder and contractor management, report writing and working with multi-disciplinary teams.

Desirable Requirements

- A formal qualification in a related discipline
- Current Driver Licence

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 continue to work on building cultural understanding and respect for our first people culture through our work.

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

The position overview and deliverables, capabilities and attributes 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 throughout the selection and appointment process and enable PAHSMA to assess the overall and comparative suitability of candidates.

Working at 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 located 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 our [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.

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:

- 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



Unity

We work as one to achieve PAHSMA’s Vision and Purpose



People Matter

We acknowledge and show respect to our people – past, present and future



Accountability

We hold ourselves, and each other, accountable for our actions and behaviours



Passion & Pride

We are committed to being world class

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.

Endorsed by Head of People & Culture		Approval by CEO	
Date:		Date	

Version Control			
Position Number/s	Date of original version	Version Number	Date of this version

General inquiries

Email recruitment@portarthur.org.au or visit portarthur.org.au