Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

|  |  |
| --- | --- |
| **Position title** | Historic Heritage Officer |
| Position number | 335360 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Major Projects and Infrastructure / Historic Heritage |
| Award/Agreement | Tasmanian State Service Award |
| Classification | Professional Stream, Band 1/2 |
| Position Status | Permanent  |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | Hobart or Launceston |
| Reports to | Manager Historic Heritage |

**Position Purpose**

The purpose of the role is to provide specialist heritage advice, facilitate and assist with the conservation, identification, protection, and promotion of historic heritage values.

**Major Duties**

* Provide specialist heritage advice, facilitate, and assist with the conservation, identification, protection and promotion of historic heritage values.
* Monitor and maintain Departmental records, including the relevant section of the Parks and Wildlife Service Asset Management System (AMS).
* Provide specialist services to the Parks and Wildlife Service regions including project management, planning, conservation, and technical advice.
* Provide information and advice to internal and external Divisions, Agencies, industry, and community stakeholders.
* Provide planning documents and reports on heritage places as required.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

**Band 1 –**

The occupant of the position is responsible for:

* maintaining professional practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
* maintaining quality control of outcomes;
* with experience, for ensuring less qualified or experienced associates receive appropriate instruction, guidance and performance feedback;
* with experience, for ensuring operational guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives; and
* for ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System.

The decision making and direction received in relation to the role are that:

* initially, general instructions are provided. More complex and unusual requirements which do not have clear guidelines or precedents may require more detailed instructions. With experience, general direction is provided to achieve the required outcomes as guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision making in undertaking and integrating the activities of the work area; and
* flexibility, innovation and initiative are expected in providing alternative solutions to complex operational issues within the area of activity to resolve issues and satisfy client and stakeholder requirements.

**Band 2 –**

The occupant of the position is responsible for:

* ensuring professional expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework.
* providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise.
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System.

The decision making and direction received in relation to the role are that:

* work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
* guidance and instruction may be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Knowledge and expertise in cultural heritage values, and the conservation of historical fabric, places and features. Thorough understanding of contemporary conservation principles and practices, specially the Australian and ICOMOS Burra Charter.
2. Knowledge and expertise in historic heritage conservation, including planning, documentation and management.
3. Good written communication skills, well developed interpersonal, liaison and oral communication skills and the ability to work as a member of a team.
4. The ability to exercise independent judgement in applying organisational rules and regulations to professional methods, systems and processes. The ability to research compile, analyse and evaluate complex and unrelated information and to prepare meaningful and accurate reports that are understandable to non-specialists.
5. Good organisation and project management skills with the ability to coordinate and manage a variety of tasks at the same time and plan for the accurate completion within pre-determined time frames.
6. Good computer skills including desktop publishing, use of spreadsheets, databases and relevant software.

**Position Requirements**

**Essential Requirements**

* A degree in architecture, archaeology, history, or cultural heritage management relevant to the professional duties to be undertaken, as provided by a university.

Desirable Qualifications and Requirements

* A current motor vehicle drivers’ licence.
* Several years post graduate experience in cultural heritage management.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania’s natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department’s activities guide and support the use and management of Tasmania’s land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State’s relative disease and pest-free status.

Under Tasmania’s emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department’s website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

# **Working Environment**

# Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

# NRE Tas has 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.

# There is a strong emphasis on building leadership capacity throughout NRE Tas.

# The expected behaviours and performance of the Department’s employees and managers are enshrined in the State Service Act 2000 through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).