

Position Description

Heritage Advisor

Position profile

Business Unit	Strategic Planning	Position number	TBC
Department	City Futures	Status	Temporary Part Time/ Full time
Salary group	Grade 13	Date endorsed	June 2021
Reports to	Manager, Strategic Planning		

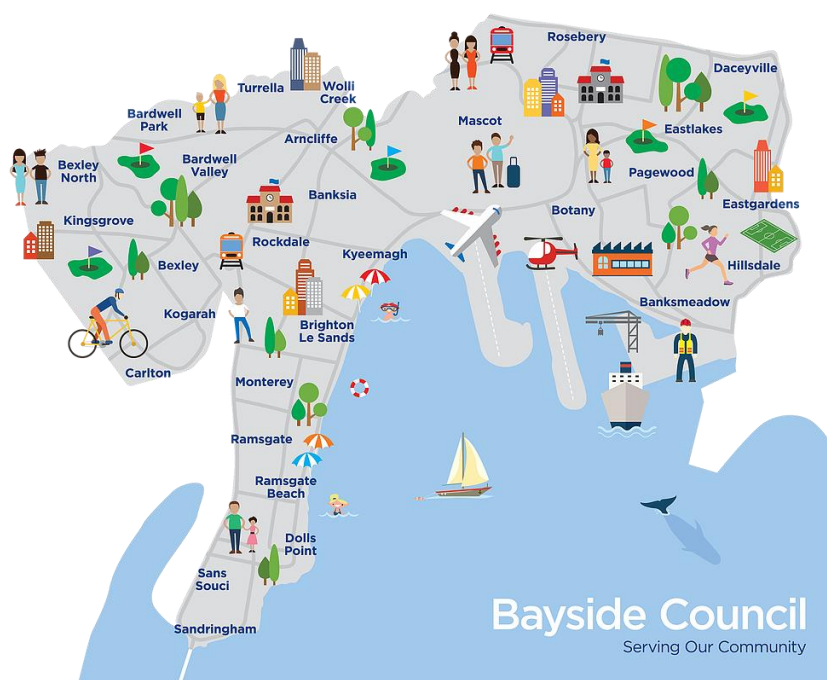
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

Provide specialist advice on heritage and conservation that are relevant to the Bayside Local Government Area (LGA).

Deliver a range of heritage services within Council including the delivery of timely and accurate advice and technical assessment addressing heritage conservation in relation to Development Proposals, Construction Certificates, Subdivision Certificates, and Building Certificates for all types of buildings and developments including advice on minor works or restorations.

This will also include advice on new heritage listings, giving evidence as part of Land and Environment Court proceedings, liaising with other heritage forums such as the Local Heritage Society, State Heritage Office and participating in educational or awareness building initiatives regarding local heritage with residents. The role will also involve review of current planning policy and provision of support to new strategic planning initiatives. This advice is provided within a collaborative team-focused environment.

Key accountabilities

Within the area of responsibility, this role is required to:

- Work proactively across a multi-disciplinary team in the delivery of timely heritage conservation advice in relation to a range of development proposal, pre-development enquires and associated statutory applications.
- Represent heritage matters with Land and Environment Court procedures.
- Ensuring timely, appropriate, well balanced and practical specialist advice on heritage conservation matters is provided to Council staff and the public.
- Support the Business Unit in the provision of effective and efficient development assessment services through timely handling of heritage referrals, associated advice and activities.
- Prepare and review statutory instruments and policies relating to heritage conservation.
- Advise and assist Council, authorities, organisations and the public in respect of heritage conservation matters.
- Provide heritage conservation assessments relating to minor works, development applications and pre application proposals submitted to Council.

- Participate in setting the urban planning direction for Council as it relates to heritage conservation in the region.
- Ensure that all new strategic documents are consistent with Council's Corporate Strategic Plan and its Management Plan.
- Review and upgrade Council's LEPs, DCPs, codes and policies in line with best practice regarding heritage conservation and management.
- Represent Council at various planning forums, Land and Environment Court, working parties and the like.
- Promote greater awareness and understanding of heritage conservation within Council's organisation and the wider community.
- Maintain, update and improve Council's heritage conservation database.
- Engage and coordinate consultancies in the carrying out of heritage study reviews and other related precinct investigations.
- Analyse State Government policies, community needs and trends and best practice and benchmarking exercises regarding heritage conservation and management.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Ensuring all projects are well researched and project opportunities and constraints are identified, so that negative impacts on environmental, heritage and community values are diminished.
- Maintaining effective engagement, communication and information exchange given the complexity of Council and stakeholder interrelationships.
- Managing a number of concurrent projects and activities given conflicting priorities and demands.
- Balancing community expectations, resources and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.
- Delivering compliant projects in an environment of constant changes to legislation, Australian Standards and industry best practices.

Role Dimensions

Decision Making

- The role operates with autonomy and is fully accountable for the delivery of initiatives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Guided by Council agreed strategic plans, statutory guidelines and relevant legislation.
- Represent Council on assigned internal and external committees and task groups.
- Report identified issues of legal noncompliance to the Manager Strategic Planning

Essential Requirements

- A Bachelor Degree in Architecture, Urban and Regional Planning, Heritage Conservation or Cultural Heritage Specialisation (or equivalent) which satisfies eligibility requirements for professional membership of the Australian Institute of Landscape Architects or equivalent professional association.

- NSW Driver's License.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Commit to Customer Service	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities: • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. INDOOR EMPLOYEE: To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including: • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.

Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE	
Does this position fall under the definition of child related employment?	No
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	Yes
Specify licence: Class C Drivers Licence	
Will incumbent need to make disclosure of pecuniary interest?	Yes
Could there be a conflict of interest with secondary employment?	Yes