



Job Description Form

Title:	Heritage Officer (Built)
Classification:	Level 6
Industrial Agreement:	PSGOGA 2014
Business Area:	Environment, Heritage, Risk and Safety
Section:	Cultural Heritage
Location:	Rottnest Island (commuting)
Reports to:	Manager Conservation (Heritage)
Direct Reports:	Nil

Last reviewed: 15 July 2016

Purpose

The Heritage Officer (Built) forms part of the Cultural Heritage team, in the Environment, Heritage, Risk & Safety (EHRIS) business area. The position provides heritage conservation services to meet statutory and strategic goals defined in key Rottnest Island Authority strategic and operational plans.

Under the direction of the Manager Cultural Heritage, the Heritage Officer (Built) is responsible for the management of conservation of the built heritage assets of Rottnest Island including buildings, structure and ruins within statutory regulations and key strategic RIA programs and policies.

The Heritage Officer (Built) will work with RIA as well as the facilities manager (Programmed Facilities Management) to ensure appropriate planning, maintenance and documentation of the Island's heritage assets are retained to allow for long term management, including prioritisation, of works.

Responsibilities

The key responsibilities of the position are:

- Responsible for inspecting, monitoring and documenting the condition of heritage assets including annual reporting. Prepare a prioritised program of works.
- Implementation of prioritised program of repairs and maintenance works to heritage places in conjunction with RIA staff and contractors.
- Prepare documentation associated with the contracting of suitably qualified consultants and contractors including development of scope of works, compliance with statutory heritage requirements and general consultation for the preparation of conservation and other heritage related management plans, to undertake conservation works and other programs which contribute to the conservation of the built heritage. Manage the implementation of contracts, including budget, within Government policies and guidelines.
- Contributes to the preparation and evaluation of programs and proposals impacting heritage assets to ensure positive heritage outcomes within both RIA and statutory requirements.
- Identify relevant funding opportunities and works with the Manager Cultural Heritage and other RIA staff and stakeholders to prepare grant and sponsorship applications/submissions and acquittals related to maintaining the built environment.
- Provides strategic input into the development of operational plans and priorities, including annual budgets, for the Cultural Heritage business unit in response to key Rottnest Island Authority (RIA) documents including but not limited to the Rottnest Island Management Plan, Cultural Landscape Management Plan and the Rottnest Island Reconciliation Action Plan.
- Fosters the development of understanding and skills within the RIA and facilities management teams to ensure heritage outcomes for both repairs and maintenance of the heritage assets.

- Maintain a heritage contribution in the management of the natural environment through process such as tree pruning and ground disturbance forms where relevant.

Job specific requirements

Essential

1. Experience and demonstrated competence in the conservation of built heritage including preparation of appropriate documentation, well developed technical skills, ability to review, interpret and scrutinise architectural, survey and engineering drawings and specifications, ability to identify and prioritise works within statutory requirements and RIA policies.
2. Well-developed interpersonal, oral and written communication skills including the use of relevant computer software such as MS Office suite including Microsoft Project
3. Demonstrated ability to work effectively as part of a team and independently, showing a high level of self-motivation with an ability to organise and complete projects within required timeframes.
4. Experience in the development and management of contracts with experience in contract administration including financial management processes and procedures for Construction and Conservation projects to ensure high quality heritage outcomes.

Desirable

1. A tertiary level qualification in the conservation of built heritage assets, heritage management or related field.
2. Sound understanding of Government purchasing and procurement processes
3. Interest and experience in the development of asset management systems for heritage assets.
4. Members of Australia ICOMOS.

Flexibility Requirement

- ✓ Must be able to commute to and from the Island on a daily basis
- ✓ Occasional overnight stays on the Island may be required
- ✓ Carries out other tasks as they arise

Appointment pre requisites

- ✓ Completion of 100 point identification check
- ✓ Successful National Police Clearance
- ✓ Successful Pre Employment Integrity check
- ✓ Current Motor Vehicle Drivers License
- ✓ Current Senior First Aid Certificate
- ✓ Working with Children Check

Demonstrated positive commitment to Equal Employment Opportunity and Diversity, Occupational Safety & Health, The Public Sector Management Act and related legislation applicable to the work environment as well as individual performance development.

Unless otherwise stated all positions within RIA require the occupant to be able to use a Personal Computer and have a working knowledge of Microsoft Office Software, specifically Word and Outlook.

All employees must positively contribute to the achievement of RIA's sustainability goals. The RIA strives to be a leader in environmental sustainability by implementing and demonstrating sustainable thinking and practice in all aspects of our business.



Rottnest Island Authority Values

The following values guide our decision making and behaviour every day:

FRIENDLY AND WELCOMING

We welcome and interact in a friendly manner with all Rottnest Island visitors, workers, volunteers and other stakeholders to encourage a positive atmosphere of enjoyment based on trust and mutual respect.

✓ We act like owners – We are proud of who we are and what we do and believe that every visitor contact is a chance to shine.

VALUING OUR PEOPLE

We value our staff by encouraging positive performance, providing personal development opportunities and enabling a balance between work and personal commitments.

✓ We celebrate our successes and learn from our mistakes.

PARTNERING WITH STAKEHOLDERS

We engage in effective consultation and cooperation with Rottnest Island stakeholders to develop shared commitment and purpose. Where appropriate, we engage our stakeholders to deliver and enhance services that benefit Rottnest Island and its visitors.

✓ We work as a team – mutual respect, cooperation and consideration fosters the best work environment

CONSERVATION AND SUSTAINABILITY

We seek to ensure that Rottnest Island' natural environment and cultural heritage are conserved and enhanced in a sustainable manner.

✓ We act with awareness of our impact on the environment and make every effort to use our resources efficiently.

IMPROVEMENT AND INNOVATION

We foster an environment that encourages continuous improvement and innovation in our operations by objectively challenging our prevailing policies and practices to help achieve our stated vision, mission and objectives

✓ We are passionate about customer service and strive to continuously improve our services and products – we are never complacent.

BUSINES-LIKE MANAGEMENT

We continually seek to improve business performance by adopting modern business management practices and by delivering services in an ethical, efficient and effective manner.

✓ We keep it simple and act with integrity – we will do what we say and deliver on our promises.

