



Job and Person Specification

Position Details

Position Title: Heritage Conservation Project Officer **Position No:** EH1175

Remuneration Level: ASO3

Type of Appointment: 6 month contract

Contract End Date: July 2009 **Hours per Week:** 37.5

J&P Specification Created: 15 March 2005 **Last Updated:** 28 November 2008

Directorate: Conservation Policy and Programs **Branch:** Heritage

Specification Approval

.....
Chief Executive or Delegate

.....
Commissioner for Public Employment
(Executive Positions Only)

Date: .../.../...

Date: .../.../...

Position Incumbent's Acknowledgment

I confirm that I am aware of the duties of the position as identified in this Job and Person Specification.

.....
Position Incumbent

.....
Signature

Date: .../.../...

Job Specification

Position Context

The Conservation Project Officer is a member of the Conservation Management Team within the Heritage Branch of the Conservation Policy and Programs Directorate.

In August 2003, the Minister for Environment and Conservation launched “Heritage Directions: A Future for Built Heritage in South Australia”. Heritage Directions defines a vision for the future of built heritage and will guide the future direction of the Heritage Program. The Key Policy Directions outlined in the Heritage Directions consultation paper are:

1. **Legislation and policy** – Establish a new legislative framework for the delivery of the State’s Heritage program.
2. **Heritage register** – Establish a single comprehensive Register of the State’s heritage.
3. **Resources** – Refocus resources to support the Heritage Program (including assisting local councils and Planning SA to maintain effective heritage programs)
4. **Funding mechanisms** – Develop new mechanisms to fund desired heritage directions.
5. **State-owned heritage places** – Review management, use and ownership of State-owned heritage places
6. **Capacity Building** – Enhance conservation and capacity building activities (including providing incentives and assistance to owners and local Councils)
7. **Education and Training** – Enhance heritage education and training
8. **Promotion** – Appreciate, celebrate and promote heritage
9. **Sustainability** – Promote sustainability benefits of heritage conservation.

We are facing the following key challenges in meeting our objectives which we will address over the 2008/2011 period:

- Adapting to significant cultural, operational and procedural change as we implement the recommendations of the Heritage Directions report
- Collating a significant body of historical information to expand the content scope and accessibility of the Heritage Register
- Expanding our public education and interpretation services
- Expanding the range of advisory and support services provided to local government
- Updating and improving human resources and business processes and procedures within the Branch to align the Branch with the DEH Corporate Plan and other government requirements.

Position Summary

The high level objectives to be met by the incumbent of this position are:

- To provide assistance to professional staff to support the effective delivery of services within the Conservation and Management Team; maintain key databases; carry out minor projects; and support the Team Leader to coordinate the work of the Conservation Management Team and achieve the Team’s work targets.

- To provide information to the general public and other interested parties in relation to the State Heritage Fund Grants Program and assessment of Development Application referrals regarding State Heritage listed places.

Working Relationships

Reports to:

- the Team Leader Conservation Management Team

Stakeholders:

- Owners of State Heritage Places
- Grant applicants including owners of State Heritage Places, Architects/Designers, Planning organisations
- Consultants contracted as Heritage Advisors
- Planners and other staff within Local Governments responsible for referral of Heritage related Development Applications
- Heritage Branch Team Leaders
- Other Branch staff
- Members of South Australian Heritage Council and its committees
- Ministerial and Chief Executive's Office staff
- Business Services Directorate staff
- Other relevant Departmental staff.

Duties

The incumbent of the position will meet these objectives by achieving the following key outcomes and/or undertaking the following activities:

1. Performing administrative tasks associated with the State Heritage Fund Grants Program including:
 - Processing applications and providing information to applicants on the process
 - Advising the public, professional staff and others on the status of applications
 - Maintaining the State Heritage Funds Grants Program database
 - Assisting with the processing of grant payments
2. Assisting with the achievement of the Heritage Branch's responsibilities under the *Development Act 1993* in relation to Development Applications by:
 - Maintaining and updating the Development Applications database
 - Advising the public, professional staff and others on the status of applications
 - Providing reports from the database
 - Managing land division applications received through the Electronic Land Division Lodgement System (EDALA)
 - Liaising with Heritage Advisers in regard to the processing of Development Applications in their Council areas
3. Providing general administrative support to the Team Leader of the Conservation Management Team by

- Records management, including the maintenance of photographic files and databases
- Maintaining the filing system and contract register for the Heritage Advisory Service (HAS)
- Receiving and recording monthly invoices related to HAS
- Providing executive officer support for meetings and working groups
- Assisting with the promotion and delivery of training seminars and other events
- Undertaking minor projects, as requested

This position may require the management or supervision of other employees, students or volunteers. In addition to achieving the above outcomes the incumbent will also be responsible for:

- The effective and accountable use of Departmental resources through appropriate financial and procurement practices
- The effective management of staff through appropriate management practices, undertaking performance management and applying the Personnel Management Standards as outlined in Part 2 of the *Public Sector Management Act 1995*
- Complying with all legislative requirements.

Person Specification

Essential Requirements

The following skills/abilities/knowledge/experience/qualifications are essential to meeting the required performance standards of this position.

Professional and Technical Capabilities

To undertake the technical components of this position, the incumbent is required to meet the following minimum criteria:

- Experience in providing effective support to heritage and planning professionals, including familiarity with reading of plans and processing of Development Applications.
- Experience in use of the Department of Planning and Local Government's Electronic Land Division Lodgement System (EDALA) and other records management systems; and systems for organising data, documents and other material.
- Experience in use of personal computers, word processing and database software, including Word, Access, Excel and PowerPoint.

Personal Capabilities

Understanding of and ability to manage to, the principles and practices of occupational health and safety, injury prevention and injury management.

Ability to maintain good relationships with a wider range of internal and external clients and to communicate effectively, both verbally and in writing.

Ability to work under limited direction, exercise initiative and judgement in making sound decisions, and recognise the needs of customers.

Sound organisational skills with the ability to set priorities and achieve objectives.

Qualifications

There are no qualification requirements for the position.

Desirable Capabilities

While not essential, it will be considered favourable if the incumbent has some or all of the following skills/abilities/knowledge/experience/qualifications:

Knowledge of State Government operations, structures, practices and procedures.

Knowledge of the Development Act 1993 and the Heritage Places Act 1993.

Special Conditions

Position will be located at 1 Richmond Road, Keswick.

Department for Environment and Heritage Working Environment

Employees may be required to undertake intra or inter state travel.

Employees may be required to work outside of the normal hours of work.

Employees may be assigned to another position at the same remuneration level if required by the Chief Executive.

Employees are required to maintain the ethical and behavioural standards outlined in the Code of Conduct for South Australian Public Sector Employees.

Employees are required to actively participate in the Department's Performance Management program.

Employees are required to comply with, and contribute to meeting, workplace legislative and policy requirements, including occupational health, safety and welfare and records management.

Our workplace is smoke free.

Our department is committed to identifying and managing the impacts on the environment associated with delivering its programs and requires all staff to be responsible for minimising negative impacts on the environment in the course of performing their duties..