

# POSITION DESCRIPTION



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## 1. POSITION DETAILS

**Position Title:** Heritage Specialist

**Division:** City Planning, Development & Transport

**Unit:** Planning Assessments

**Management Level:** Worker

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## 2. ORGANISATIONAL RELATIONSHIPS

**Position Title of Supervisor:**

Urban Design & Heritage Manager

**Titles of Positions which report to Heritage Specialist are:**

Nil

**Contractors for which this position is responsible:**

Consultants, heritage specialists and student interns as required on and ad hoc basis.

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## 3. PRIMARY PURPOSE OF POSITION

This position exists to provide expert advice on heritage conservation to planners and others in order to meet Council's objectives for the conservation of heritage places and design excellence in the City of Sydney.

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## 4. POSITION OBJECTIVES

The major objectives to be achieved by the Heritage Specialist are;

- To ensure that appropriate, well-balanced and practical specialist advice on heritage conservation matters is provided to the various divisions of Council, the Council, the Central Sydney Planning Committee, Local Planning Panel, Design Advisory Panel and its sub-committees, and the public;
- To provide high quality, well-balanced and practical specialist heritage conservation advice in response to development applications and applications and notifications under the NSW Heritage Act referred by the Planning Assessments Unit and within the timeframes required;

- To promote greater awareness and understanding of heritage conservation within the Council and within the community;
- To liaise as required with the wide range of stakeholders that are both internal (i.e. other Divisions of Council) and external (i.e. the public and identified stakeholders);
- To attend Council and Central Sydney Planning Committee and other Consent Authority briefings and meetings as required;
- To assist the Land & Environment Court as an expert witness in heritage planning matters;
- To supervise staff as required;
- To appoint and supervise consultants as required; and
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

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## 5. POSITION ACCOUNTABILITIES

The Heritage Specialist is to:

- Provide high quality, well balanced and practical specialist heritage conservation advice in response to development applications and applications and notifications under the NSW Heritage Act, referred by the Planning Assessments Unit and within the timeframes required by the Planning Assessments Unit;
- Meet with applicants, developers and objectors regarding development applications to achieve the best possible solution to heritage conservation issues arising within the development process;
- Present and participate in relevant development application panels and conferences;
- Present heritage issues and advice at Committees, Council, Local Planning Panel, Design Advisory Panel and its sub-committees, public and other meetings, during and outside working hours;
- Carry out assessment, administration and reporting tasks arising from delegations under the NSW Heritage Act and liaise with officers of NSW OEH Heritage Division as necessary to properly discharge these delegations;

- Appear as an expert witness before the Land and Environment Court as required;
- Work with internal and external stakeholders to develop and deliver promotional and educational opportunities for heritage conservation matters that increase the awareness and understanding of heritage conservation;
- Represent the Council on internal and external committees, working parties and forums;
- Prepare submissions as required that respond to a range of heritage conservation and related issues;
- Prepare briefs for the engagement of temporary staff and consultants;
- Manage temporary staff and consultants to the successful completion of projects in accordance with the brief, budget and timeframe;
- Liaise with, provide advice and share information effectively with other Council Divisions;
- Make recommendations on heritage matters to be incorporated into policies, codes or planning instruments;
- Work closely with the Urban Design and Heritage Manager in relation to specific projects and in the day-to-day operation of the Urban Design and Heritage Team;
- Communicate effectively with a broad spectrum of customers using judgement, professional expertise and appropriate discretion to negotiate, mediate and resolve conflicts between differing interest groups, where required;
- Keep abreast of changes in statutes, policies and decisions of the Land and Environment Court and other Courts;
- Act in the position of the Heritage Specialist when required;
- Supervise staff as required;
- Train and supervise cadets / students;
- Guide and support less experienced Council staff and / or students in regard to heritage matters and procedures;
- Work as part of a team and participate in rotation and multiskilling to provide collaborative planning outcomes;
- Interpret plans and legal issues in plain English for both Council staff and the public;

- Keep abreast of computer aided technology in heritage and maintain a high degree of technical expertise and skill;
- Assist planners in overseeing and monitoring the ongoing compliance of approved DA's or other applications with their conditions of consent;
- Manage confidentiality issues effectively, particularly in relation to development applications and ensuring non-disclosure of private information;
- Implement Council's Workplace Health and Safety (WHS) and EEO policies and procedures and work within and monitor expenditure within designated budgets;
- Attend and contribute to weekly heritage and urban design panels. These are face-to-face panels where planners bring simple development issues for immediate written advice;
- Attend and actively contribute to team meetings of the Urban Design & Heritage Team, the Planning Assessment Unit and the City Planning, Development and Transport Division;
- Engage contractors and undertake any other procurement activities in accordance with Council's procurement policies;
- Actively participate in all training and development activities as well as Councils' performance management system;
- Declare interests, assets, ownership of properties or income from other sources on an annual basis;
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position;
- Adhere to all relevant Council policies and procedures;
- Regarding all delegations that are assigned to the position, will refer to the Delegations Register to identify the level of delegated authority; and
- Not act outside the designated level of delegated authority when carrying out duties.

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## 6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk

- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## 8. SELECTION CRITERIA

### Essential Criteria

- Tertiary qualifications (i.e. degree level) in Urban Planning, Architecture, Heritage Conservation or a related discipline;
- Demonstrated private and public sector experience in heritage conservation design, development and assessment;
- Well-developed ability to analyse complex and sensitive development proposals and to propose practical and buildable solutions where a proposal is found to be unacceptable;

- Proven track record in meeting strict deadlines and balancing competing priorities;
- Ability to work alone or as part of a team;
- Ability to supervise and lead both staff and consultants;
- Excellent written and oral communication skills and experience in making presentations;
- Excellent organisational and time management skills;
- Proven negotiation and interpersonal skills;
- Strong experience in promoting and communicating heritage conservation; and
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

#### **Desirable Criteria**

- Previous management or senior-level experience;
- High degree of computer literacy in packages such as Word and Excel;
- Experience as an expert witness in the Land and Environment Court; and
- Experience in using NSW Heritage Office State Heritage Inventory (SHI) computer database software.