HERITAGE ADVISOR
POSITION DESCRIPTION

Position Title:	Heritage Advisor
Responsible To:	Team Leader, City Policy & Heritage
Council Portfolio	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 5

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well-designed, planned and developed city, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Owners of Heritage Places Heritage Architects, designers and tradespersons State Government agencies in particular the Heritage Branch of State Government Peak bodies, Industry and Professional Associations involved in heritage management General Public



Primary Purpose	As part of the Park Lands, Policy & Sustainability Program the Heritage Advisor will support the delivery and implementation of the Council Heritage Strategy, through assessing and overseeing applications for funding assistance through the Heritage Incentives Scheme, supporting delivery of heritage policy projects and providing heritage advice.
Responsibilities	The Heritage Advisor is responsible for: • Providing architectural and heritage conservation advice and assistance to owners and occupiers of heritage listed properties. • Supporting assessment of applications for funding through the Heritage Incentives Scheme including the assessment of projects, allocation of funds, assisting owners to obtain Development Approval, verification of satisfactory completion and disbursement of payments. • Building effective relationships with building owners and other stakeholders to maximise the use of funds for the conservation of heritage listed properties and reinforcement of the City's distinctive character. • Providing heritage and related urban design advice on development applications, policy and projects across Council. • Assessing Development Applications for funded conservations work. • Contributing as required to specific projects, studies, assessment of development applications, promotion activities and work tasks within the area of heritage conservation. • Maintaining adequate information records regarding particular properties where Council has initiated conservation work, to accord with the intent of the Australian ICOMOS Burra Charter. • Inspecting both internal and external construction site and building conditions. • Providing a high level of customer service.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.



Position Criteria

Qualifications	A tertiary qualification in Architecture and/or Heritage conservation or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	**Essential**
Financial Skills & Acumen	Ability to understand broad commercial realities.	**Desirable**
Technical Knowledge & Experience	Architectural knowledge of traditional buildings and their cultural significance Knowledge of: • The historical forces that moulded the City and their impact on the physical character that occurred • Adelaide's construction vernaculars and the associated conservation techniques An understanding of the tenets of conservation of the built environment. Knowledge of the Australia ICOMOS Burra Charter An understanding of the legislative provisions which provide the basis of heritage management. An understanding of traditional building construction. An understanding of the role and application of Conservation Management Plans to the management of a heritage place.	**Essential**
	Experience in applying conservation philosophy and techniques to buildings and places of heritage significance. Ability to supervise and co-ordinate specific projects, studies and work tasks within the area of heritage conservation. Experience in heritage related fields – particularly urban design, planning, building or environmental studies.	**Desirable**
Project Management	An understanding of basic project management principles which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration. Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	**Essential**
Innovation & Initiative	Demonstrated high levels of initiative, accountability, organisational and time management skills and ability to work in a team environment. Ability to be adaptable and flexible and have a commitment to continuous improvement and have the ability to review procedures and systems and to recommend changes where appropriate.	**Essential**
Resource Management & Decision Making	Ability and initiative to resolve conflicting work demands, set and adjust priorities and recognise issues requiring resolution. A commitment to work in a team environment.	**Essential**



Professional Development	A commitment to ongoing professional development and continuous learning.	**Essential**
Customer Commitment & Integrity	A commitment to customer service, with a focus on achieving outcomes. Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive, confidential and/or political matters.	**Essential**
Collaboration & Communication	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing Highly developed communication and interpersonal skills (oral and written) including report writing. Substantial ability to build and maintain cross Council relationships that are critical to policy delivery.	**Essential**
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system. Demonstrated computer literacy and experience using records management systems. An awareness of Workplace Health & Safety issues, standards and actions in the workplace.	**Essential**
	Knowledge and experience in using the full Adobe Creative Suite.	**Desirable**
Government Experience	Experience working in a government environment.	**Desirable**



Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities



Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	**Office Workstation**
Work Area	**Various**
Physical Demand Rating	**Very Light Work**

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	**Critical Range of Motion:** Shoulder to 90° flexion. **Lift Capacity:** Up to 2kg (ream of paper). **Push / Pull Force:** N/A **Environmental Factors:** Indoor. Carpet in most offices. Lift access in most buildings. **Task Rotation:** tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. **PPE:** Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).
***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment, and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.