

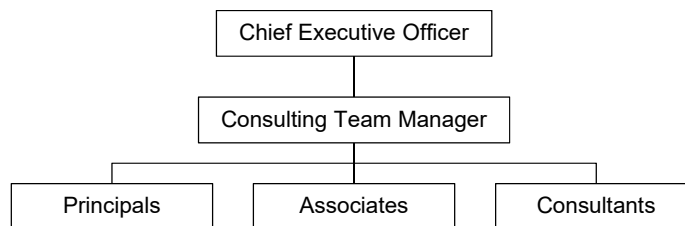
Position Description

Position **Consultant**

Position Objective To provide specialist heritage research and advice in response to client needs in the disciplines of built heritage, heritage planning, heritage architecture, and/or interpretation.

To work cooperatively with other members of GML's consulting and support teams.

Reporting Relationships



Tasks and Responsibilities

Consulting

- Provide specialist heritage advice.
- Field new job enquiries.
- Conduct research at a level appropriate to the requirements of the brief.
- Conduct site inspections and documentation of such visits.
- Undertake fieldwork.
- Liaise with other consultants, clients and stakeholders, including attendance at meetings.
- Prepare, review and file project correspondence.
- Prepare and present reports in accordance with standards specified in GML's Style Manual.
- Contribute to the development of internal policy relevant to built and cultural heritage matters.
- Contribute to the development of best practice methodologies in built and cultural heritage.
- Provide assistance to Partners/Principals, Managers and other consulting staff.
- Participate as a project team member.
- Participate in community liaison activities including information workshops and seminars.

- Assist with general public enquiries.
- Grow and maintain knowledge of current industry standards and practices.

Project Management

- Establish projects in accordance with GML procedures.
- Prepare project proposals, including direction, tasks, roles, timeframes and budgets, in conjunction with, and for the approval of, the designated Project Director.
- Work as a Project Manager with responsibility for all aspects of project establishment and delivery including preparation of fee proposals, client liaison, team establishment, field work, reporting, budget and time management and project closure.
- Comply with the requirements of the GML Style Manual and the report production process.

People

- Build and maintain effective client and stakeholder relationships.
- Where appropriate, engage in formal and informal mentoring relationships with junior or less experienced colleagues.

Other

- Participate in continuous improvement processes, and professional development activities as per company policy.
- Adhere to the requirements of State and Commonwealth legislation.
- Adhere to the requirements of the firm's WHS Management System, and any client health and safety conditions.
- Undertake other duties and tasks as required.

Deliverables

- Provide specialist advice to internal and external clients within agreed timeframes and specified budgets.
- Comply with work instructions and quality procedures.
- Act within delegated authorities for project administration and expenditure, human resources, finance and operations.
- Travel to other sites and offices, including interstate and overseas, as required.
- Achieve the Key Performance Indicators for your role.
- Attend compulsory Learning and Development sessions.
- Complete timesheets daily and submit project expense claims, if any, weekly.

Required Licences and Certificates

- Current Australian Driver’s Licence
- First Aid Certificate
- General Construction (White) Induction Card

Updated: December 2018

Employee: _____

Signature: _____

Date: _____