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.

This position reports to the Canberra Manager and to Project Directors on individual projects.

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, fieldwork, reporting, budget and time management and project closure.
- Conduct projects in accordance with GML procedures.

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

Other

• Participate in continuous improvement processes, and professional development activities.

• 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.

Required Licences and Certificates

• Current Australian Driver’s Licence

• First Aid Certificate

• General Construction (White) Induction card