



NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

Role:	Director Conservation
Department:	Conservation
Primary Location:	National Trust Centre (NTC) Observatory Hill, Millers Point, Sydney
Reporting Manager:	Chief Executive Officer
Direct Reports:	Conservation Manager Listings Officer Manager Archives and Library Services Industrial Heritage Officer Restoration Appeals Officer Cemeteries Officer Volunteer Technical Committees x 5 Monthly Branch Committee Advocacy (Zoom) Meetings
Hours of work:	35 per week

Organisation Overview

The National Trust of Australia (New South Wales) is the State's largest community based conservation organisation. It operates a number of important museums and historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is established and its role defined by the *National Trust of Australia (New South Wales) Act 1990*.

The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

Vision: To bring the heritage of NSW to life for future generations

Mission: **Advocate** for the conservation of built, cultural and natural heritage by engaging with the community and government.
Identify, conserve and protect our built, cultural and natural heritage by example, advice and support.
Educate and engage the community by telling our stories in ways that awaken a sense of place and belonging.

Primary Purpose

The Director Conservation has the primary responsibility for managing, overseeing and facilitating all conservation and advocacy matters on behalf of the Trust.

The primary priorities of the Conservation team comprise:

- advocate for the conservation of our built, cultural and natural heritage
- provision of advocacy support

- provision of listing records to Trust regional Committees, consultants, government and the general public
- managing all archive and library services on behalf of the Trust
- providing industrial heritage advice and restoration appeals services to relevant stakeholders
- provision of cemeteries heritage conservation advice to respective Councils and cemetery owners
- managing the volunteer Trust's technical committees
- operating the Trust's Tax-deductible Restoration Appeals Service

Key Accountabilities

The position holder has responsibility for:

- Delivery of advocacy campaigns including but not limited to preparation of submissions, presentations and acting as media representative
- Preparing position statements and policies to support advocacy campaigns
- Effectively managing the responsibilities and functions of the team
- Acting as the Trust's representative on and a member of the Trust's Technical Committees, liaising with members of the public, local councils and other organisations
- Management of all practical matters related to the operation of the Technical Committees
- Management of matters and recommendations arising from Technical Committees, Conservation Policies Taskforce and the Trust Board
- Management of the National Trust Register including preparation, amendment and updates of listings
- Undertaking site visits as necessary
- Co-ordinating the preparation of State Heritage Register nominations to the NSW Heritage Office on behalf of the Trust
- Managing requirements of any grants received for listing of buildings and places
- Overseeing the Trust Register Information Service on a Fee for Service basis
- Overseeing the Trust's Tax-deductible Restoration Appeals Service
- Providing comprehensive listing information to Solicitors, Government Departments, Schools, Real Estate Agents, University Students, Trust Members and the general public
- Exercising due diligence to ensure occupational, work health and safety risks are addressed
- Undertaking all other tasks and duties in consultation with the Chief Executive Officer, of relevance to the role/ department

Key challenges

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Building and maintaining relationships across government and the corporate sector whilst remaining true to the independence of the Trust
- Keeping informed and up to date with the latest government policies on heritage and with advocacy campaigns state-wide
- Building commercial opportunities to strengthen the revenue streams of the Trust

- Working across a diverse stakeholder group to deliver the Trust's priorities
- Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in weekend and evening activities

Qualifications

- Recognised credibility and commitment to heritage/conservation
- Tertiary qualifications in a discipline related to environmental heritage such as archaeology, architecture, history, urban planning or a related discipline

Key Result Areas

Resilience and Courage

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations

Act with Integrity

- Represent the organisation in an honest, ethical and professional way and encourage others to do so, following the Trust's values and policies
- Act to prevent and report misconduct, illegal and inappropriate behaviour

Value Diversity and Inclusion

- Show respect for diverse backgrounds, experiences and perspectives

Communicate Effectively

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community
- Write fluently and persuasively in a range of styles and formats

Commitment to Customer Service

- Provide customer focused services consistent with organisational values and objectives

Work Collaboratively

- Collaborate with others and value their unique contribution

Influence and Negotiate

- Gain consensus and commitment from others
- Negotiate from an informed and credible position

Deliver Results

- Take the initiative to progress and deliver own and team/department work
- Preparation of submissions, timely responses to current issues and information provided to State and Local Government/industry/community organisations to enhance awareness of the National Trust's position on heritage and conservation issues

Plan and Prioritise

- Effective planning to achieve priority outcomes

Think and Solve Problems

- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence

Demonstrate Accountability

- Adhere to any relevant legislation and policies
- Provide strategic, accurate and timely submissions to assist Committees and the Board to make well informed decisions

Finance

- Manage Board – approved budget, the budgeting cycle (including budget reviews) and day-to-day finances to deliver agreed budget
- Understand and apply financial processes to achieve value for money and minimise financial risk

Technology

- Understand and use available technologies to maximise efficiencies and effectiveness

Manage and Develop People

- Support the skills and capabilities of staff and voluntary workforce to achieve optimum performance and benefits for the organisation and deliver results within the agreed timeframes
- Ensure that roles and responsibilities are clearly communicated
- Develop team capability and recognise and develop potential in people
- Recognise performance issues that need to be addressed and work towards resolution of issues

Inspire Direction and Purpose

- Empower staff to deliver results within agreed delegations and with appropriate controls

Optimise Business Outcomes

- Evaluate potential activities to ensure they balance environmental and heritage concerns with the need to maximise public involvement in the Trust's activities

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.

Approval Date: May 2020