

NATIONAL TRUST of AUSTRALIA (A.C.T.)

ABN 50797 949 955

POSITION TITLE Heritage Officer	SALARY pro-rata HOURS To be negotiated	STARTING DATE To be negotiated	AUTHORISED BY Council
REPORTS TO President	POSITIONS REPORTING TO THIS ONE None		REVIEW/EVALUATION 6 and 12 monthly
KEY ROLE is to:		POSITION FUNCTIONS	
<ol style="list-style-type: none"> 1. Assist the Council to achieve the National Trust of Australia (ACT) (NTACT) purpose of promoting the conservation of, and fostering public knowledge about, places, objects and issues that are significant to the heritage of the Australian Capital Territory, noting that the main focus of the Trust's activities is on cultural heritage. 2. Assist Council implement the NTACT Strategic Plan 2019-2024. 3. Assist Council achieve the three key objectives of the <i>ACT Heritage Special Grant – Recurrent funding 2021-24</i>: <ol style="list-style-type: none"> i) effectively promote conservation of ACT's heritage places and objects ii) foster public knowledge about places, objects and issues iii) continue advocacy and engagement work on heritage conservation. 		<p>Under the direction of the President:</p> <ol style="list-style-type: none"> a. research and write quality reports and submissions on heritage issues b. project manage grants and assist with grant applications c. provide administrative and technical support for Council Committees d. assist with preparation of Council papers e. advocate externally on behalf of the Trust f. help plan and contribute to Trust publications g. represent the NTACT in the Australian Council of National Trusts (ACNT) Trees Committee h. maintain the heritage information on the Trust's website i. under direction, liaise on heritage matters with the ACT Heritage Council, ACT and Federal governments, National Capital Authority (NCA) and ACNT j. develop heritage partnerships with key stakeholders i. engage professionally and supportively with the Trust's membership and volunteers. 	

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SELECTION CRITERIA

4. Experience in providing policy and research assistance in (primarily cultural) heritage matters including preparation of submissions, policy advice and grant applications
5. Experience or ability to liaise and advocate constructively on behalf of the ACTNT with government and non government officers and to build partnerships
6. Experience or ability to work alone or in a small team and be a self-starter
7. Experience or ability to work with a volunteer base and use integrity and sound judgement
8. A degree in environmental science, natural or cultural heritage or some related field

DESIRABLE SKILLS AND COMPETENCIES

1. Collaboration – working with others in a range of environments
2. Excellent written and oral communication skills
3. Outcome focused – translates work day priorities into outcome-focused tasks and holds self fully accountable for delivery
4. Can-do mentality – demonstrates a consistent ability to deal with barriers and obstacles to progress and displays the determination to achieve agreed goals
5. Relationship building – forges strong reciprocal relationships with internal and external stakeholders
6. Able to multi-task and make things happen with energy and pace
7. Customer focused – understands customer needs both internally and externally
8. Committed to promoting diversity and equality and embracing cultural awareness – able to adapt to and embrace differing styles and attitudes
9. Demonstrate a high level of integrity and ethics in professional judgement.