

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: 1. 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. The principal focus of the Heritage Officer will be conducting the Mid-Century Modernist Housing Study to achieve its objectives.		POSITION FUNCTIONS Under the direction of the President: <ol style="list-style-type: none"> a. research and write quality reports and submissions on heritage issues b. develop heritage partnerships with key stakeholders c. develop grant applications and assist in the management of grants d. provide technical and administrative support for Council Committees e. assist with preparation of Council papers f. represent and advocate as required on behalf of the Trust g. help plan and contribute to Trust publications h. represent the NTACT in the Australian Council of National Trusts (ACNT) Trees Committee i. maintain the heritage information on the Trust’s website j. under direction, liaise on heritage matters with the ACT Heritage Council, ACT and Federal governments, National Capital Authority (NCA) and Australian Council of National Trusts k. engage professionally and supportively with the Trust’s membership and volunteers. 	
2. Assist the Council to achieve the National Trust of Australia (ACT) (NTACT) broader 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.			
3. Assist Council to implement the NTACT Strategic Plan 2019-2024 and develop further Strategic Plans.			

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

ABN 50797 949 955

POSITION TITLE: Heritage Officer

AUTHORISED BY: Council

SELECTION CRITERIA

1. Experience in researching and providing policy advice in (primarily cultural) heritage matters including preparation of submissions, policy advice and grant applications
2. Experience in the review and evaluation of project initiatives
3. Experience or ability to liaise and advocate constructively on behalf of the ACTNT with government and non government officers and to build partnerships
4. Experience or ability to work alone or in a small team and be a self-starter
5. Experience or ability to work with a volunteer base and use integrity and sound judgement
6. Tertiary qualifications in areas of cultural or natural heritage, environmental science or related fields

DESIRABLE SKILLS AND COMPETENCIES

1. Excellent research, written and oral communication skills
2. Relationship building and collaboration – forges strong reciprocal relationships and works collaboratively with internal and external stakeholders in a range of environments
3. Outcome focused – the ability to deal with barriers, make things happen, multi-task and be fully accountable for delivery to goals
4. Committed to promoting diversity and equality and embracing cultural awareness – able to adapt to and embrace differing styles and attitudes
5. Demonstrate a high level of integrity and ethics in professional judgement
6. Customer focused – understands customer needs both internally and externally.