

### **CONSULTANT ARCHAEOLOGIST - ROLES AND RESPONSIBILITIES**

The Consultant Archaeologist is a project manager and consolidating technical expert contributing to the NSW Heritage Team. The Consultant Archaeologist reports to the Team Leader – Heritage (NSW) and is expected to accomplish both project and administrative duties. They play an active role in project work through participation in project teams, project management, field-work, and client liaison. Independence is encouraged, though regularly seeking support and advice is an expected part of the role. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Team Leader – Heritage (NSW).

### **Key Responsibility Areas**

Key responsibilities of the Consultant Archaeologist comprise:

1. Chargeable Project Work.
  - 1.1. Participates in, conducts and manages more complex consulting projects.
  - 1.2. Participates as a team member doing field surveys, analysis and reporting as required by the project manager.
  - 1.3. Provides archaeological advice to our clients.
2. Sales and Client Relationship Development.
3. Administration.
4. Professional Development.
5. Other Duties as Required.

### Duty Statement

*There are several regular tasks which are critical to the functioning of the business. As an employee you are expected to perform these tasks as a matter of course. These are:*

- ❖ *key performance criteria as determined each year by your direct line manager.*
- ❖ *as regular daily or weekly tasks: a) timesheets (submitted to administration and entered into the Biosis APS Database by noon on Monday every week); b) active participation in the timetabling process; c) recording your daily whereabouts in "Outlook IPFX"; and, d) invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your direct line manager).*

#### 1. Project Related

- 1.1. Continue to develop field skills in observation, identification, monitoring and analysis. Assess habitats and conditions / values of potential sites. Design more straightforward field surveys for the required level of effort, technique and method.
- 1.2. Continue to develop an understanding of site patterning, land and site formation processes on the locations and survival of artefacts for both Aboriginal and historical areas.
- 1.3. Continue to develop skills in communication and consultation with relevant authorities, communities, clients, landowners, public etc. in relation to own projects.
- 1.4. Develop skills in technical report writing, and understand the different types of reports required. Reports may require some editing and technical correction.
- 1.5. Plan, co-ordinate and conduct and manage more complex projects typically valued greater than \$50,000.
- 1.6. Deliver projects on time, within budget and meeting the client's requirements. Develop an understanding of and implementing Biosis' high standards.
- 1.7. Invoices and project finalisation to be completed promptly.
- 1.8. Develop skills in setting budgets. Manage budgets for own projects and communicate this to other team members. Develop skills in managing variations informing their manager as required. Proactively discuss potential and actual budget overruns with their manager.
- 1.9. Understand the current regulatory requirements, their impact on our work and be able to explain this to existing clients.
- 1.10. Maintain awareness of new or updated regulatory requirements.
- 1.11. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- 1.12. Proactively participate in the timetabling process for themselves and the project team including the booking of resources. Develop skills in delegating and assigning work for own projects.

- 1.13. Understand and implement the most appropriate method to achieve project goals.
  - 1.14. Understand Biosis policies and procedures and implement these for own projects. Adhere to all administrative requirements.
  - 1.15. Understand how the organisation is structured and who does what – know whom to ask. Question others regularly.
  - 1.16. Work well in teams and be supportive of project managers.
  - 1.17. On own projects, develop skills to effectively manage the team and ensure all work is completed to a high standard.
  - 1.18. Be polite, supportive and considerate of others (particularly other employees, sub consultants, clients, aboriginal representatives, etc.).
  - 1.19. Demonstrate that the relationship with both internal and external clients is valued.
2. Sales and Client Relationship Management
- 2.1. Seek out opportunities to establish, develop and actively maintain positive working relationships with clients, communities, and relevant professional bodies.
  - 2.2. Regularly and actively communicate with peers, seeking support where required and attend specialist group meetings as required.
  - 2.3. Communicate clearly, convincingly and concisely both orally and in writing.
  - 2.4. Explain technical concepts clearly with minimal jargon.
  - 2.5. Employ effective listening skills, understanding requirements fully.
  - 2.6. Maintain and promote the social and ethical values of Biosis while conducting internal and external business activities.
  - 2.7. Proactively provide constructive feedback on individual issues and projects to their manager as required.
  - 2.8. Proactively build effective working relationships with a range of clients and establish professional standing with clients on own projects.
  - 2.9. Work towards becoming the 'consultant of choice' for repeated work for a few clients.
  - 2.10. Establish and maintain regular communications with current clients and proactively keep them informed on proposal / project / report status.
  - 2.11. Identify client issues on own projects and actively seek to resolve these, seeking support where necessary.
  - 2.12. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
  - 2.13. Develop knowledge of the client's business and competitive environments and its impact on own projects. Respects the client's perspective.

- 2.14. Assist others on the team to obtain or maintain client information, sharing such information with their manager and Biosis where applicable.
  - 2.15. Develop the ability to take on the educator role to help clients understand the environment in which we operate both legislative and ethically.
  - 2.16. Seek feedback from clients for own projects and share this information with the team and their manager. Discusses negative feedback with their manager, suggesting constructive solutions where applicable.
  - 2.17. Review and respond to formal client feedback requests from their manager in a timely manner taking action where required.
  - 2.18. Develop an understanding of and be supportive of the Biosis sales terminology and methodology.
  - 2.19. Understand the range of services provided by Biosis and be able to identify opportunities to promote these services to existing clients.
  - 2.20. Actively follow up all proposals with clients and update information in the database.
  - 2.21. Follow up past projects with clients, ensuring their requirements are met.
  - 2.22. Support other team members with their sales activities and develop an understanding of what's involved.
  - 2.23. Seek opportunities with other team members to meet with new and existing clients where applicable.
  - 2.24. Participate in sales and business activities both within and external to Biosis, presenting a positive, professional image of self and Biosis.
3. Assist with a range of administrative duties, including those connected to consulting projects
  4. Professional Development
    - 4.1. Continue to develop technical expertise in their area of specialty.
    - 4.2. Continue to develop skills in identifying and assessing sites / issues of significance and determining recommendations or preparing management plans. Skilled in data collection and recording, map reading and use of GPS.
    - 4.3. Develop an understanding of the hearing processes and their legal and planning context, especially the impact this has on own projects. May attend some statutory hearings with more experienced team members to gain an understanding of the processes involved.
    - 4.4. Develop an understanding of current best practice in their specialist area, ensuring that this is maintained on all projects.
    - 4.5. Be a member of at least two relevant professional associations to broaden networks.
    - 4.6. Take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.

- 4.7. Identify and attend relevant training opportunities including seminars / workshops / conferences.
  - 4.8. Seek and be receptive to feedback, initiating positive changes where required.
  - 4.9. Seek and offer support and direction to the project team, especially to new team members.
  - 4.10. Willingly makes themselves available to assist others.
  - 4.11. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
5. Other Duties as Required