

HERITAGE RESEARCH ASSISTANT - ROLES AND RESPONSIBILITIES

The Heritage Research Assistant is a developing technical expert at the early stage of their career who supports the Heritage Consultants. The Heritage Research Assistant reports to the Team Leader – Heritage (Victoria). The Heritage Research Assistant works under the direction of the Heritage consultants for project work. Duties include assisting Heritage consultants in: collecting, collating and writing background information for projects; proposal writing; data gathering and analysis; report writing as well as other duties and responsibilities as directed. Independence is encouraged through actively seeking mentoring and advice.

Key Responsibility Areas

Key responsibilities of the Heritage Research Assistant will comprise

1. Chargeable Project Work
 - 1.1. Conduct background research and assist in the preparation for projects including summarising research findings;
 - 1.2. Assist in field data collation and analysis;
 - 1.3. Assist in the writing and production of technical consulting reports on heritage projects;
 - 1.4. Assist in the preparation for Archaeological field surveys, sub-surface testing and excavations as required; and
 - 1.5. Participate as a team member doing archaeological field surveys, community consultation, analysis and reporting as required by the project manager.
2. Sales and Client Relationship Management
 - 2.1. Assist with proposal writing; and
 - 2.2. Support others in implementing Biosis sales actions while being involved in an appropriate level of personal sales work.
3. Administration
 - 3.1. Develop and maintain internal research systems.
4. 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 APS by noon on Monday every week); b) active participation in the timetabling process; c) recording your daily whereabouts in your Outlook Calendar or IPFX for Outlook; and, d) invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your resource group manager).*

1. Project Related

- 1.1. 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.
- 1.2. Develop field skills for both historical and Aboriginal artefact identification and site recording. Able to design and implement standard sub-surface testing and excavation techniques. Obtain and interpret historical research information.
- 1.3. Develop an understanding of site patterning, land and site formation processes on the locations and survival of artefacts in either Aboriginal and/or historical areas.
- 1.4. Develop skills in communication and consultation with relevant authorities, communities, clients, landowners, public etc in relation to own work.
- 1.5. Develop skills in technical report writing for their own specialist area. Reports will require editing and technical correction.
- 1.6. Manage own work to budgets and guidelines set.
- 1.7. Develop an understanding of the relevant regulatory requirements and understand ramifications for own work.
- 1.8. Develop an awareness of new or updated regulatory requirements.
- 1.9. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- 1.10. Proactively participate in the timetabling process and booking of resources.
- 1.11. Develop an understanding of the most appropriate method to achieve project goals.
- 1.12. Develop an understanding of Biosis policies and procedures and implementing these for own projects. Adhere to all administrative requirements.
- 1.13. Understand how the organisation is structured and who does what – knows whom to ask. Questions others regularly.
- 1.14. Work well in teams and is supportive of the project managers.

- 1.15. Be polite, supportive and considerate of others (particularly other employees, subconsultants, clients, aboriginal representatives, etc).
- 1.16. 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 internal specialist group meetings as required.
 - 2.3. Communicate clearly and concisely both orally and in writing.
 - 2.4. Work towards explaining technical concepts clearly with minimal jargon.
 - 2.5. Employ effective listening skills, understanding requirements fully.
 - 2.6. Understand and promote the social and ethical values of Biosis while conducting internal and external business activities.
 - 2.7. Proactively provide constructive feedback to their manager as required.
 - 2.8. Develop and maintain effective working relationships with both internal and external clients.
 - 2.9. Develop communication abilities with internal and external clients.
 - 2.10. Build ability to identify client issues on own projects and actively seeks to resolve these, seeking support where necessary.
 - 2.11. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
 - 2.12. Develop an awareness of the type of clients and their business environment. Respect the client's perspective.
 - 2.13. Where applicable share client information with the team, their manager and Biosis.
 - 2.14. Seek feedback from clients for own work and share this information with their manager. Actively follow up negative feedback in a constructive manner.
 - 2.15. Understand the key terminology of the Biosis sales terminology and methodology.
 - 2.16. Develop an understanding of all services offered by Biosis and when they are required.
 - 2.17. Support other team members with their marketing activities, generating information as required.
 - 2.18. Present a positive, professional image of self and Biosis in all dealings with external parties.

3. Assist with a range of administrative duties, including those connected to consulting projects
4. Other duties as required