

## **Application Package – Built Heritage Specialist**

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**This package includes:**

- **Company Profile;**
- **Position Description; and**
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## Company Profile

**Converge Heritage + Community** is the largest cultural heritage company in Queensland, with offices in Brisbane, Hervey Bay, Cairns and an expanding New South Wales focus, (with an office in northern NSW).

**Converge's** extensive experience covers:

- Cultural heritage projects for Local Government, including:
- Conservation management advice for natural and built environments,
- Design and adaptive re-use strategies for heritage sites and places;
- Heritage related assessment for EIS and Master Planning initiatives;
- Indigenous archaeology;
- Historical research, site analysis and recording of natural and built environments;
- Local Heritage Studies;
- Heritage and character strategies for local planning schemes;
- Expert witness for cultural heritage matters in court proceedings;
- Historical archaeology, including large-scale urban excavation;
- Field surveys and assessments for projects such as mines, roads, oil, gas and power corridors, dams and proposed residential developments;
- Assessment of sites for nomination onto local, state and national heritage registers;
- Strategic heritage advice
- Heritage awareness training;
- Museum planning and services; and
- Sophisticated interpretative strategies and signage.

**Converge Quality Policy:** *Converge Heritage + Community seeks to be efficient, effective and client focused.*

**Converge** offers a core team of archaeologists, built heritage specialists, historians and community consultation specialists who carry out assessment and reporting required by our client base. In addition, we have formed commercial links with a range of skilled professionals who provide a well rounded pool of specialist skills and experience that can be used on a case by case basis. These links, in many cases, have been in place for some years and have resulted in considerable intra-team loyalty and experience of working together. The wide experience and specialist expert areas the Converge team encompasses ensures we can offer solutions to all heritage projects and obligations at any scale.

**Converge** works in a team environment. Each project is assessed for its specific requirements, and the right people in the team are then allocated to the brief. Each project has a nominated Project Manager who is responsible for managing the team, time frames, organisational requirements, and the quality of output.



The **Converge** team is comprised of highly experienced and skilled individuals, each with an existing “track record” that stands alone. **Converge** is on the panel of preferred consultants of the Department of Environment and Heritage, Department of Defence Environmental Panel (Commonwealth), Powerlink (Queensland), EPA (Queensland) and the Local Buy panel (Queensland) for both Indigenous and non-Indigenous cultural heritage consultancy services.

**Converge** develops, documents and maintains its services in accordance to the provisions of the Australian Standard AS/NZS ISO 9002:2000 and the policies and principles of the **Converge** Quality System. Appropriate Certificates of Currency for all insurance can be provided. **Converge** has in place an accredited OH&S Officer, an OH&S Manager and an OH&S committee to ensure that our OH&S policy and systems are continually being maintained and implemented. All staff members have obtained the relevant blue / green cards and many staff have first aid certificates and formal 4WD training.

Unlike other consultancies, the **Converge** team is comprised of permanently employed, highly experienced and skilled individuals. The strength of the **Converge** team is demonstrated in the range of skills offered by these professionals, and the history of working as a team bonded by loyalty and respect from past experiences together. This ensures our capabilities range into both Indigenous and non-indigenous heritage activities, for natural and built environments.

We are proud of our service, the team and track record assembled to date by **Converge**.

### **Position Description - Built Heritage Specialist**

The Built Heritage Specialist position is a full-time, permanent (or contract position) based in Converge's Brisbane office, though work may at times be carried out from our other offices. Travel throughout QLD and NSW is a component of this position.

The position requires a skilled and experienced heritage consultant to undertake all aspects of built heritage practice. In particular, this position requires the ability to work both independently and as part of a small team, to undertake, develop and implement heritage projects and to oversee projects.

Essential attributes are well-developed report writing skills, excellent communication abilities and sound time management. The understanding of cultural heritage legislation and the ability to apply this legislation to projects for their successful outcome is fundamental to this position.

Broadly, the position will comprise the following activities:

- Primary historic research;
- Contextual site research;
- Register searches;
- Physical assessment and recording of sites and areas;
- Significance assessment;
- Development of conservation policy and management guidelines;
- Impact assessment;
- Construction of, or assistance with the preparation of: heritage assessments, heritage studies, heritage management plans, conservation management plans, heritage management protocols, statements of heritage impact, archival recording and adaptive re-use options etc;
- Application of National, State and local heritage legislation;
- Community consultation;
- Liaison with stakeholders, community groups, developers and statutory agencies; and
- Any other related activities as directed.

An attractive salary and work arrangements will be negotiated with the successful candidate.

## Application Process

To apply for the position of Built Heritage Specialist please provide the following:

- **Cover Letter;**
- **Resume; and**
- **Brief statement (no more than 2 pages) outlining your skills and experience in the following areas:**
  - *Cultural Heritage assessment;*
  - *Significance assessment;*
  - *Application of cultural heritage legislation;*
  - *Conservation management;*
  - *Project management abilities (including communication, report writing and time management); and*
  - *Other specialist skills that you may have relevant to the profession and availability to commence work.*

Following the delivery of this information, we will be preparing a short list of applicants who will then be contacted to attend an interview at the Ashgrove office.

We expect that this process will be completed within September and October 2009.

### **Please forward your application to:**

Converge Heritage + Community  
PO Box 333  
THE GAP QLD 4061

or to [bgall@convergehc.com.au](mailto:bgall@convergehc.com.au)

For further enquiries, please contact:

- Benjamin Gall (07) 3366 8488 or 0407 027 466.