

Archaeologist – Aboriginal heritage, Melbourne

Biosis is looking to appoint an Archaeologist specialising in Aboriginal heritage to join our team in Melbourne. Working closely with a multi-disciplined team of professionals, you will be expected to become an integral member of the heritage team in Melbourne and be a key contributor to various existing and future projects throughout Victoria.

Biosis has undertaken many ecological and cultural heritage projects throughout eastern Australia and employs a highly experienced multi-disciplinary team that includes Aquatic Ecologists, Archaeologists, Botanists, Environmental Planners, GIS Operators, and Zoologists. We have offices in Albury, Ballarat, Melbourne, Newcastle, Sydney, Wangaratta and Wollongong.

Our Melbourne office is located close to the CBD and is easily accessible by public transport. We are a very short walk from the North Port Tram Stop. This provides access to all the services of Melbourne without the hassle of traffic and parking.

The role of the Archaeologist will require you to manage small projects, undertake consultation, complete Aboriginal archaeological surveys, subsurface testing, prepare reports and manage data. This role is ideal for you if you are a developing technical expert at an early stage of your career.

Your responsibilities will include participating in large projects, managing and delivering small projects, assisting in the production of technical reports and data management. Additional duties will include: design appropriate fieldwork methodology and implementation, proposal writing, basic administration and establishing a profile in the professional community as an Archaeologist. This role presents a great opportunity to develop a broad skill set if you have aspirations for a career in consulting archaeology.

To be considered for this role, you must provide evidence of the following:

- Appropriate tertiary qualifications - BA (Hons), BSc (Hons) or equivalent, majoring in Archaeology.
- A current manual driver's license.
- Experience with Aboriginal field survey design and implementation, particularly in remote locations.
- Experience in identifying and recording of a range of Aboriginal site types, including lithics.
- Competency with computer programs and software such as MS Word, Excel, Outlook, and/or similar software packages.
- Strong interpersonal and relationship building skills.
- Meet the Minister' Guidelines on Appropriate Qualifications for Heritage Advisors (Section 189(1) of the *Aboriginal Heritage Act 2006* - <http://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/find-a-heritage-adviser.html>).

Please include in your application an outline of your experience with any of the following:

- Interpreting Commonwealth and Victorian legislation with regard to Aboriginal heritage
- Working in the heritage sector, either in consultancy or the public sector.

- Client liaison and consultation.
- Preparing proposal documents, project correspondence and reports.
- Working as part of a project team.
- Working independently with initiative, including examples of self motivation and decision making.
- Managing projects, including scheduling and budgets.

Biosis offers the security of an established firm with support services in Workplace Health and Safety, Human Resources, and Finance, combined with a supportive work culture. We will provide you with a competitive salary package consisting of base plus super, professional membership and conference allowance, plus a wide range of employment benefits. As a Biosis employee, you will enjoy our many employee benefits, including:

- Employee reward and recognition program
- Flexible work arrangements
- Mentoring and training program
- Study assistance
- Employee assistance program
- Social activities
- Internal job opportunities throughout Australia.

This is a 12 month contract position, with the potential for a permanent role. This opportunity is best suited to an individual with a passion for heritage and looking to become part of an enthusiastic and vibrant team.

To apply, forward a copy of your CV and a covering letter addressing the selection criteria outlined above, to: Catherine Millar at cmillar@biosis.com.au . If you would like to have a confidential discussion about your interest for the role, please contact Mel Thomson on (03) 8686 4826.

Position Description

A position description is available on our website at: <http://www.biosis.com.au/jobs/>

Applications will close at 5pm on Monday 21 August 2017

Please note: Australian residents / work permits only.