

Consultant Archaeologist – Aboriginal heritage, Melbourne

Biosis is looking to appoint a Consultant Archaeologist to join our team in Melbourne.

Working closely with our multi-disciplinary team of professionals, you will become an integral member of the archaeology team in Victoria, a key contributor to various projects throughout Victoria and a driver for the development of our heritage capabilities across Victoria.

You will provide Aboriginal archaeology advice and guidance to our clients, undertake Aboriginal heritage assessments, Aboriginal community consultation, manage and participate in projects, produce high level technical reports and proposals, and maintain a profile in the professional community as an Archaeologist. The successful applicant will be responsible for developing the cultural heritage section of the Melbourne Office and guiding junior staff, reporting to and working closely with the Team Leader – Heritage (Operations).

Biosis offers the security of an established firm with support services in WHS, HR and accounts, and a supportive and vibrant work culture. We will provide you with a competitive salary package consisting of base plus super. Our heritage team works collaboratively across the company and you will have the opportunity to be mentored by a range of industry experts within Biosis. As a Biosis employee, you will also be rewarded with many of our added employee benefits. Some of these benefits include:

- Professional membership.
- Professional development program, including allowance.
- Employee reward and recognition program.
- Flexible work arrangements.
- Mentoring and training program.
- Study assistance.
- Employee assistance program.
- Social activities.
- Internal job opportunities throughout Australia.

Biosis provides employees with opportunities to expand and grow their careers in a well supported, client-focused environment. We are the largest heritage specific team in Victoria. You will be provided the opportunity to explore new environments and technical specialties. This position would suit an established consultant archaeologist who is looking to build upon their existing skill base and further develop their career. This is a 12 month contract position with the potential to become permanent.

Essential selection criteria

- Appropriate tertiary qualifications in archaeology.
- A minimum of three years Aboriginal heritage experience in either consulting or the public sector.
- Comprehensive interpersonal and relationship building skills, including experience in Aboriginal community consultation.

- Experience in project management and budget control.
- Comprehensive report writing and proposal writing skills.
- An understanding of Commonwealth and Victorian legislation relevant to Aboriginal heritage assessment.
- Experience working independently and as a part of a team.
- Competency with computer programs and software such as MS Word, Excel, Outlook, and/or similar software packages.
- A current manual driver's license.
- 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>).

Desirable selection criteria

- Experience in the Victorian region and Victorian regional areas.
- Understanding of historical heritage assessments, legislation and guidelines.
- Experience in tender preparation and client management.
- Skills in the development and maintenance of lasting client relationships.
- Experience in sales, business development and client relationship management.

To apply, forward a copy of your CV and a covering letter, providing examples of how you meet the selection criteria, to: Catherine Millar (cmillar@biosis.com.au). For more information, contact Melanie Thomson on 03 8686 4826.

Applications will close at 5pm on Monday 28 August 2017

Please note: Australian residents / work permits only.