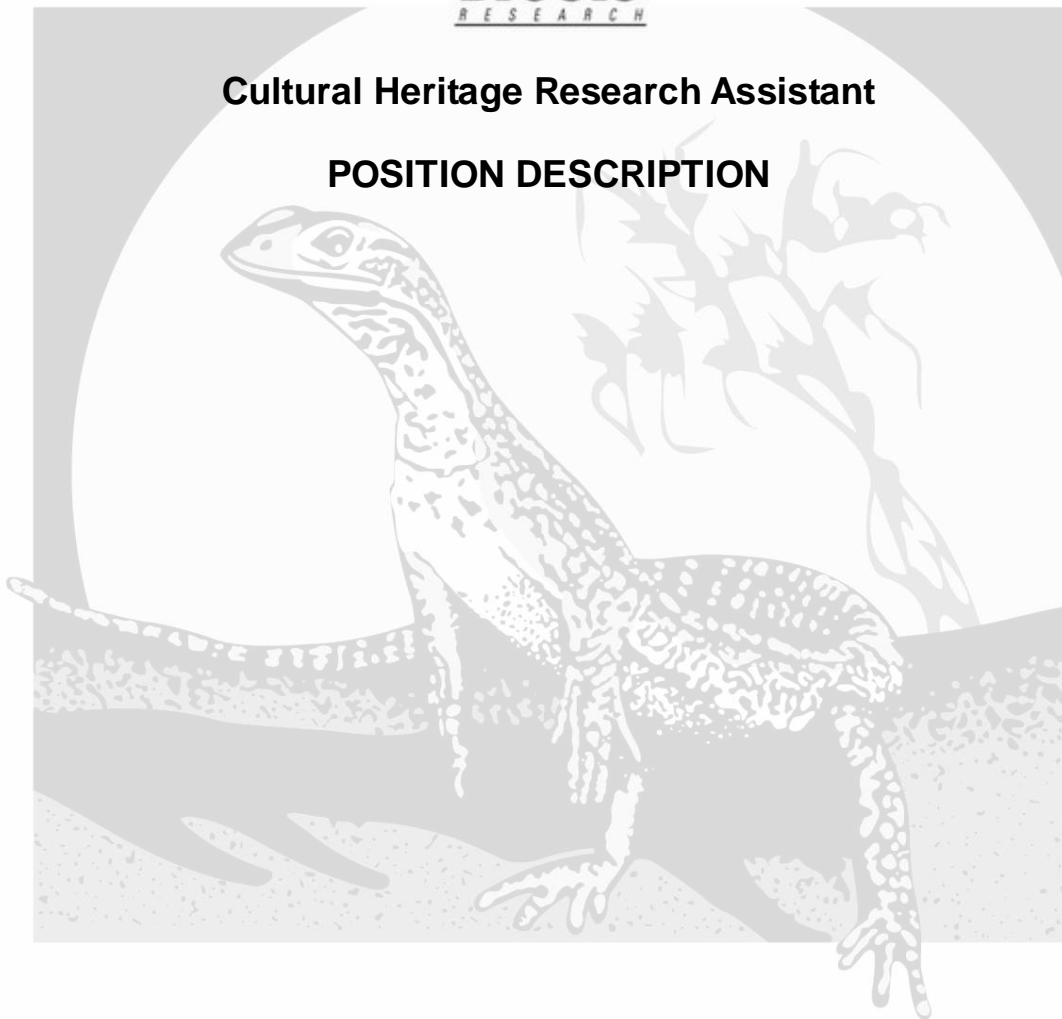




BIOSIS
RESEARCH

Cultural Heritage Research Assistant

POSITION DESCRIPTION



BIOSIS

R E S E A R C H

Biosis Research Pty. Ltd.

Biosis Research Pty. Ltd. provides consulting services in both natural and cultural heritage.

Our environmental services include biological science and natural resource management, conservation planning and policy, natural systems management and environmental management. In recent years our established environmental services have expanded to include catchment, riparian and estuarine studies, and projects involving strategic environmental planning, benchmarking and performance assessment in natural resource management.

Working in the areas of Aboriginal and non-Aboriginal heritage we have a strong track record in integrated site management plans for complex archaeological sites. Heritage services include cultural heritage impact assessment, Aboriginal and non-Aboriginal community consultation and cultural site management planning.

Biosis Research is one of Australia's leading consulting firms in natural and cultural resource management and environmental and cultural heritage impact assessment. Biosis Research has a strong record with over 5736 projects completed. Our reputation for producing high quality, independent advice and solutions is acknowledged by private developers, public enterprises and government agencies engaged in Aboriginal and non-Aboriginal cultural heritage, environmental review and planning.

We offer an integrated approach to ecological and cultural heritage management and assessment, combining a diverse range of skills. Our understanding of natural systems and cultural landscapes enables us to provide innovative solutions.

Legislative and policy expertise

We have a detailed knowledge of the implications of environment, heritage and Aboriginal legislation and policy, and the application of the principles of The Burra Charter and Ecologically Sustainable Development (ESD). We provide expert evidence at VCAT (former AAT) and panel hearings (Vic) and the Land & Environment Court (NSW).

Clients

Biosis Research has undertaken studies for a broad spectrum of clients, including urban and industrial developers, the mining, forestry and quarrying industries, road and rail transport authorities, electricity and water supply authorities, major law firms, local government, and state and federal land management agencies. We have an excellent reputation for the timely completion of complex projects to the satisfaction of our clients.

Key Services Natural.....

- Biodiversity Inventory
- Environmental Impact Assessment
- flora & fauna survey and mapping
- impact minimisation and monitoring
- Environmental Planning
- Environmental Management
- park planning and benchmarking
- pests and threatened species

Key Services Cultural.....

- Cultural Heritage Impact Assessment
- Heritage management plans

- impact minimisation and monitoring
- Complex archaeological, architectural and cultural landscape management
- Cultural site assessment
- Aboriginal research and consultation
- archaeological survey and excavation
- community consultation

CULTURAL HERITAGE RESEARCH ASSISTANT - ROLES AND RESPONSIBILITIES

The Cultural Heritage Research Assistant is a developing technical expert at the early stages of their career who supports the Cultural Heritage consultants. The Cultural Heritage Research Assistant reports to the Melbourne Resource Group Manager. The Cultural Heritage Research Assistant works under the direction of the Cultural Heritage consultants for project work. Duties include assisting Cultural 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 though actively seeking mentoring and advice.

Key Responsibility Areas

Key responsibilities (in order of priority) of the Cultural 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 cultural 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. Marketing and Client Management
 - 2.1. Assist with proposal writing; and
 - 2.2. Support others in implementing Biosis marketing actions while being involved in an appropriate level of personal marketing work.

3. Administration

3.1. Develop and maintain internal research systems.

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: a) meeting utilisation targets and b) meeting project budgets*
- *as regular daily or weekly tasks: a) timesheets (submitted to administration and entered into the Biosis Research Administration Database by noon on Monday every week), b) active participation in the timetabling process, c) recording your daily whereabouts in "Who's In" 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).*

Duties supporting the Cultural Heritage consultants as required, including;

1. Project Related

1.1. Assist with background research for projects including the collation and summarisation of published and unpublished data; and

1.1.1. Main repositories of information include Aboriginal Affairs Victoria, Heritage Victoria, DSE (Land Data Centre), State Library of Victoria (Heritage Reading Room, Cartographic Collection, Rare Books and Manuscripts), Public Records Office of Victoria, Victorian Archives, Museum Victoria, Historical Societies, and various local and university libraries.

1.2. Assist with preparation, writing and production of technical reports for projects within specific deadlines;

1.3. Collate field data and assist in the analysis of material culture items from archaeological sites;

1.4. Assist with the preparation for field surveys;

1.5. Assist with the organisation of and data collection during field surveys;

1.6. Work to build an understanding of current legislation and how to apply it;

1.7. Applies established methods including technical, administrative and commercial knowledge under direction; and

1.8. Seeks support and advice from others regularly.

2. Marketing and Client Management

2.1. Assist with the preparation of proposals in response to client briefs; and

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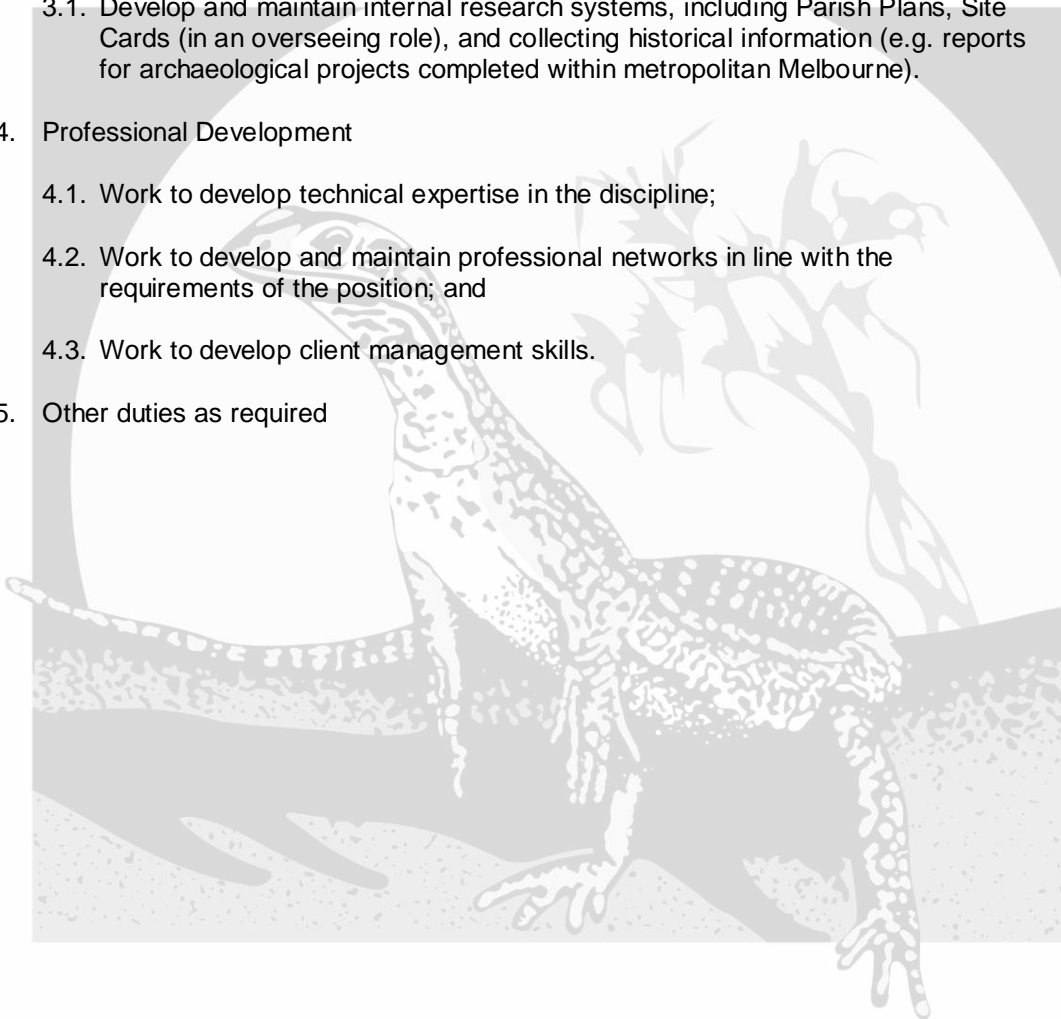
- 2.2. Manage your personal marketing work; and
- 2.3. Support others implementing key marketing strategies for the office under the direction of the Melbourne Resource Group Manager.
- 3. Assist with a range of administrative duties, including those connected to consulting projects

3.1. Develop and maintain internal research systems, including Parish Plans, Site Cards (in an overseeing role), and collecting historical information (e.g. reports for archaeological projects completed within metropolitan Melbourne).

4. Professional Development

- 4.1. Work to develop technical expertise in the discipline;
- 4.2. Work to develop and maintain professional networks in line with the requirements of the position; and
- 4.3. Work to develop client management skills.

5. Other duties as required



B I O S I S

R E S E A R C H
