



## Position Description

<b>Position</b>	Heritage Restoration Volunteer Supervisor
<b>Directorate</b>	Heritage & Design
<b>Location/s</b>	Cockatoo Island, North Head and when required Headland Park, Mosman
<b>Reports to</b>	Director, Heritage & Design
<b>Direct Reports</b>	Restoration Volunteers
<b>Enterprise Agreement Classification</b>	Level 6
<b>Our Organisation</b>	<p>The Sydney Harbour Federation Trust (Harbour Trust) manages extraordinary places on the world's best harbour and provides the public with access to precious bushland, parks and open spaces.</p> <p>Located in First Nations countries, our visitor destinations are known for their natural beauty. They also feature heritage-listed structures and other remnants from Australia's colonial, maritime and military history. For these reasons, they have significance on a national and international scale.</p> <p>Our vision includes making our destinations accessible to diverse audiences, amplifying their heritage and environmental values through storytelling and – through their conservation, remediation and adaptive reuse – fostering a sense of place and belonging.</p>
<b>Code of Conduct &amp; Values</b>	<p>All employees at the Harbour Trust abide by the Harbour Trust's key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.</p> <p>Employees are required to maintain confidentiality of all Harbour Trust information, upholding the Harbour Trust's values, integrity and its good reputation.</p>



<b>Harbour Trust Behaviours</b>	<p>Delivering on these behavioural expectations is the responsibility of all staff and forms part of our integrated performance framework:</p> <ul style="list-style-type: none"> <li>- We are ambassadors</li> <li>- We share information</li> <li>- Us not they</li> <li>- Collaboration is key</li> <li>- Caring for country mindset</li> <li>- We are all storytellers</li> <li>- Being constructive</li> <li>- Innovation mindset</li> </ul>
<b>Delegations</b>	<p>To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.</p>
<b>Health &amp; Safety</b>	<p>The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.</p>
<b>Our Commitment</b>	<p>The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.</p>

## ROLE OVERVIEW:

The Heritage Restoration Volunteer Supervisor is responsible for overseeing of the Harbour Trust's heritage restoration volunteer program at Cockatoo Island and North Head. The program of works will be meticulously developed in consultation with the Director of Heritage and Design, encompassing site-based projects that include the conservation and restoration of heritage machinery, artifacts, objects, and materials in, on, or around buildings.

This role is ideally suited for an individual with trade skills, particularly in carpentry and metalwork, with a robust background in the conservation and restoration of heritage-listed assets across diverse projects.

The individual will leverage their expertise and specialised trade skills to conserve and restore heritage buildings, structures, machinery, artifacts, and materials, ensuring the successful delivery of the volunteer restoration program.



The position demands a blend of hands-on craftsmanship and team management to effectively oversee and execute the volunteer restoration program.

## **ROLE ACCOUNTABILITIES:**

- Overseeing and applying trade expertise for the supervision of the Cockatoo Island and North Head heritage restoration volunteer project program. This Includes both hands-on technical skills and project team management.
- Develop and deliver the heritage restoration volunteer project program in consultation with the Director of Heritage and Design. Implement conservation and restoration methodologies in line with heritage industry practices and associated heritage listings.
- Ensure and maintain high levels of communication with heritage restoration volunteers. Respond to their requests courteously and efficiently while managing expectations.
- Maintaining a safe, secure, and healthy work environment for the heritage restoration volunteers by following and enforcing standards, procedures and compliance within legal regulations. Propose and maintain systems that manage the safety of the heritage restoration volunteer team.
- Ensure the restoration volunteers program remains vibrant by supporting and facilitating skills development and maintaining current skills.
- Implement peer-to-peer mentoring for new volunteers as part of ongoing projects to foster a supportive and collaborative environment.
- Assist the Director of Heritage and Design in developing the annual budget for the restoration program.
- In consultation with the Director of Heritage and Design, procure necessary materials, equipment, and external trades/contractors within the defined yearly budget, adhering to the Harbour Trust's procurement standards and guidelines.
- Consult and collaborate with internal stakeholders including other project streams and events that may impact the volunteer project program.
- Compile and maintain records of the heritage restoration volunteer projects over the life of projects to ensure accurate records. Provide timely work in progress (WIP) written and verbal reports to the Director of Heritage and Design.



## SELECTION CRITERIA:

### Essential

#### *(Qualifications, attributes, skills and knowledge)*

- Demonstrated trade skills in carpentry, metalwork, or related fields, with a minimum of 5 years' experience working on heritage assets, including buildings, associated fabric, and machinery.
- Well-developed interpersonal skills, with the ability to effectively oversee and manage a team, ensuring high levels of communication.
- Proven ability to prioritize and manage workloads efficiently, especially when faced with competing demands.
- Comprehensive knowledge and experience with local, state, and federal government legislation pertaining to buildings and infrastructure, particularly heritage-listed assets.
- Extensive knowledge and experience in Work Health and Safety (WHS) within the construction industry.
- Proficient in Microsoft Office applications, including Word, Excel, and Outlook.
- Experience in assisting with budget development and procuring necessary materials, equipment, and external trades/contractors within defined budgets and procurement standards.
- Ability to compile and maintain accurate records of heritage restoration projects and produce timely work-in-progress reports.
- Current Drivers Licence.
- Possession of a current First Aid Certificate or willingness to obtain one.
- Willingness to complete yearly Fire Warden Training.

### Desirable

- Trade experience on the conservation, restoration and management of heritage listed properties and assets.
- Fork-lift ticket or willingness to obtain
- NSW Boat Licence or willingness to obtain

## QUALIFICATIONS:

- Building Trade qualifications
- White Card

## ELIGIBILITY:

- Satisfy a Police Check
- Hold Australian citizenship or residency or appropriate visa.



## INTEGRATED LEADERSHIP SYSTEM- Level 6

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
<p><b>Supports shared purpose and direction</b></p> <p>Understands, supports and promotes the organisation's vision, mission, and business objectives. Identifies the relationship between organisational goals and operational tasks. Clearly communicates goals and objectives to others. Understands, supports and communicates the reasons for decisions and recommendations.</p> <p><b>Thinks strategically</b></p> <p>Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area.</p> <p><b>Harnesses information and opportunities</b></p> <p>Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches.</p> <p><b>Shows judgement, intelligence and commonsense</b></p> <p>Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve</p>	<p><b>Identifies and uses resources wisely</b></p> <p>Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements.</p> <p><b>Applies and builds professional expertise</b></p> <p>Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit.</p> <p><b>Responds positively to change</b></p> <p>Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.</p> <p><b>Takes responsibility for managing work projects to achieve results</b></p> <p>Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation</p>	<p><b>Nurtures internal and external relationships</b></p> <p>Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.</p> <p><b>Listens to, understands and recognises the needs of others</b></p> <p>Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.</p> <p><b>Values individual differences and diversity</b></p> <p>Recognises the positive benefits that can be gained from diversity. Encourages the exploration of diverse views and harnesses the benefits of such views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.</p> <p><b>Shares learning and supports others</b></p> <p>Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive and regular</p>	<p><b>Demonstrates public service professionalism and probity</b></p> <p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.</p> <p><b>Engages with risk and shows personal courage</b></p> <p>Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p> <p><b>Commits to action</b></p> <p>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.</p> <p><b>Promotes and adopts a positive and balanced approach to work</b></p> <p>Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.</p> <p><b>Demonstrates self awareness and a commitment to personal development</b></p> <p>Self-evaluates performance and seeks feedback from others.</p>	<p><b>Communicates clearly</b></p> <p>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p><b>Listens, understands and adapts to audience</b></p> <p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p> <p><b>Negotiates confidently</b></p> <p>Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.</p>

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them. Thinks laterally, identifies, implements and promotes improved work practices.

procedures. Seeks feedback from supervisor to gauge satisfaction.

feedback. Deals with under-performance promptly.

Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.