

## **Duties of the Position**

### **NSW Team Leader – Heritage: role and responsibilities**

The NSW Team Leader Heritage is a project manager and technical expert who manages the Heritage Team across NSW. The NSW Team Leader - Heritage reports to the NSW Operations Manager and is expected to support the team as they provide consulting services in archaeology. The Team Leader plays an active role in project work through participation in project teams, project management, fieldwork, and client liaison. The NSW Team Leader - Heritage leads by example with consulting, client management and development, administration and people management functions, supporting others to do their role while being an active consultant themselves. This job is about leading people in planning, decision-making and action, in a way that is consistent with the company's established policies, procedures, culture and ethics.

### **Key Responsibilities**

Key responsibilities (in order of priority) of the NSW Team Leader Heritage include:

1. Chargeable Project Work:
  - 1.1. Direct and guide large, complex projects.
  - 1.2. Conduct and manage more complex projects.
  - 1.3. Complete technically complex archeological field surveys, and provide analysis and reporting as required in connection with staff mentoring or complex consulting projects.
  - 1.4. Lead quality assurance of technical deliverables including review of reports.
  - 1.5. Deliver projects and provide mentoring to achieve budgeted project profitability of the NSW Heritage team.
2. Sales and Client Relationship Management:
  - 2.1. Develop and implement team sales plan, including identifying new opportunities and clients.
  - 2.2. Enhance and build new client relationships.
  - 2.3. Guide development of proposals for large, complex projects.
  - 2.4. Develop and review proposals.
3. Administration:
  - 3.1. Provide strategic input to planning and direction of the business.
  - 3.2. Active communication across the team and regular team meetings.
  - 3.3. Resource staff allocation, timetabling, forecasting and leave approval.

- 3.4. Review and monitor staff performance.
- 3.5. Recruitment (assessment recommendation and induction).
- 3.6. Engage and communicate with the national business to facilitate knowledge sharing.
4. Professional Development:
  - 4.1. Lead the implementation of the Consultant Development Program for NSW Heritage Team members.
  - 4.2. Leadership of project managers, guidance, coaching and mentoring.
  - 4.3. Team building and motivation of the team.
5. Other Duties as Required.

*Key Accountabilities: Team revenue, utilisation and project profitability, team retention and development, active communication, continuous improvement of efficient and effective delivery of projects in the team, completion of weekly timetabling forecasts, completion of monthly project reviews in a timely manner.*