

## **RESEARCH ASSISTANT – HERITAGE - ROLES AND RESPONSIBILITIES**

The Research Assistant – Heritage is a key support position for the professional staff in the group. The Research Assistant - Heritage reports to the Heritage Team Leader and NSW Operations Manager. Duties include assisting staff with the preparation for and conduct of archaeological field investigations, undertake logistical planning for the archaeology team, manage equipment and vehicles and responsibilities as directed by the Heritage Team Leader or NSW Operations Manager.

### **Key Responsibility Areas**

Key responsibilities (in order of priority) of the Research Assistant - Heritage 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 archaeology projects.
  - 1.4. Assist in the preparation for archaeological field surveys as required.
  - 1.5. Assist with field work.
2. Sales and Client Relationship Management:
  - 2.1. Assist with proposal writing.
  - 2.2. Support others in implementing sales actions while being involved in an appropriate level of personal marketing work.
3. Administration:
  - 3.1. Conduct planning and organisational tasks in order to coordinate the work of others.
  - 3.2. Develop and maintain internal research systems.
4. Professional Development.
5. Other duties as required.

### **Duty Statement**

1. Project Related:
  - 1.1. Developing skills in data collection and recording, map reading and use of GPS.
  - 1.2. Develop field skills in observation, identification, monitoring and analysis.

- 1.3. Develop skills in communication and consultation with relevant authorities, communities, traditional owner groups, clients, landowners, public etc. in relation to own work.
  - 1.4. Develop skills in technical report writing.
  - 1.5. Manage own work to budgets and guidelines set.
  - 1.6. Develop an understanding of the relevant/updated regulatory requirements and understand ramifications for own work.
  - 1.7. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
  - 1.8. Proactively participate in the timetabling process and booking of resources.
  - 1.9. Develop an understanding of the most appropriate method to achieve project goals.
  - 1.10. Develop an understanding of Biosis policies and adhere to all administrative requirements.
  - 1.11. Understand how the organisation is structured and who does what – knows whom to ask. Questions others regularly.
  - 1.12. Work well in teams and is supportive of the project managers.
  - 1.13. Be polite, supportive and considerate of others (particularly other employees, subconsultants, clients, aboriginal representatives, etc.).
2. Sales and Client Relationship Management:
- 2.1. Seek out opportunities to establish, develop and actively maintain positive working relationships with clients, communities, and relevant professional bodies.
  - 2.2. Regularly and actively communicate with peers, seeking support where required. Attend internal specialist group meetings as required.
  - 2.3. Communicate clearly and concisely both orally and in writing.
  - 2.4. Work towards explaining technical concepts clearly with minimal jargon.
  - 2.5. Employ effective listening skills, understanding requirements fully.
  - 2.6. Understand and promote the social and ethical values of Biosis while conducting internal and external business activities.
  - 2.7. Proactively provide constructive feedback to their manager as required.
  - 2.8. Develop and maintain effective working relationships with internal clients.
  - 2.9. Develop communication abilities with internal clients.
  - 2.10. Build ability to identify internal client issues on own projects and actively seeks to resolve these, seeking support where necessary.

- 2.11. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
  - 2.12. Develop an awareness of the type of internal clients and their business environment. Respect the client's perspective.
  - 2.13. Where applicable share client information with the team, their manager and Biosis.
  - 2.14. Support other team members with their marketing activities, generating information as required.
  - 2.15. Present a positive, professional image of self and Biosis in all dealings with external parties.
3. Assist with a range of administrative duties, including those connected to consulting projects:
    - 3.1. Organisation and preparation of field maps for the archaeology team.
    - 3.2. Support the archaeology team with logistics and resourcing for field work (particularly timetabling and scheduling of casuals).
    - 3.3. Liaise with technical assistants to ensure that the appropriate equipment and vehicles are booked for fieldwork.
4. Professional Development:
    - 4.1. Actively develop technical expertise in their specialty area.
    - 4.2. Take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
    - 4.3. Seek and be receptive to feedback, initiating positive changes where required.
    - 4.4. Actively share own specialist knowledge where requested.
    - 4.5. Willingly make themselves available to assist others.
    - 4.6. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
5. Other duties as required.