



Job Profile

Heritage Advisor

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Science & Environment	Career Stage	D
Job Function	Environmental Management, Public Health and Circular Economy	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	EA	Last Modified Date	16/04/2026
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

To provide technical heritage support for Sydney Water's cultural heritage obligations along the asset value chain. Implement heritage strategies, policies, procedures and plans that ensure Sydney Water is strategically positioned in response to heritage legislation and policies and secure necessary statutory approvals. Provide heritage advice in relation to managing, conserving and protecting cultural heritage.

Job Specific	• Support listings and approvals as required by the Heritage Act and/or National Parks & Wildlife Act on behalf of Sydney Water. • Assist heritage functions delegated to Sydney Water under the Heritage Act. • Provide specialist advice to Sydney Water staff and contractors in relation to cultural heritage compliance and management - for built heritage, aboriginal heritage and archaeology as required. • Maintain effective internal relationships along the asset value chain with regard to the identification, assessment, operation, conservation, maintenance and protection of Sydney Water's heritage assets. • Support the maintenance of effective external relationships with heritage stakeholders, including government agencies, regulators, interest and advocacy groups, community and heritage industry stakeholders. • Implement strategic management initiatives for Sydney Water's heritage assets and activities. • Prepare heritage assessments required for planning approval pathways for asset creation activities. • Prepare reports related to Sydney Water's heritage asset portfolio or heritage delegation functions. • Contribute to continuous improvement or heritage related business processes. • Assist with the development, delivery and evaluation of heritage training for Sydney Water staff and contractors. • Support the promotion of Sydney Water's heritage assets. • Contribute to support, technical advice and training initiatives for Sydney Water staff and contractors. • Manage own workload and complete tasks to allocated timeframes and priorities. .
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Role Requirements

Education / Qualifications

Required	• Tertiary qualifications in cultural heritage, archaeology or a related discipline.
Desired	• Post graduate qualifications highly regarded.

Certifications / Licences

Required	• NSW motor vehicle drivers licence
Desired	• NSW General Construction Induction Card (White Card)



Required	• At least 3-5 years relevant industry experience assessing and managing cultural heritage (built and/or Aboriginal). • Experience and technical competency in delivering heritage assessments and securing statutory approvals for built and/or Aboriginal heritage projects, with demonstrated ability to align business outcomes. • Applied knowledge of relevant legislation, policy and industry standards. • Ability to enable project outcomes within heritage assessment and approval frameworks. • Organisational skills and success in prioritising competing requirements and meeting program schedules in a high-volume work environment. • Competent report writing skills needed for preparation of heritage assessment and statutory approval documentation. • Effective oral communication, negotiation and interpersonal skills needed for dealing with stakeholders to achieve project outcomes. • Demonstrated ability to foster teamwork and to develop and maintain effective working relationships with internal and external stakeholders.
Desired	• Experience in preparing heritage assessments or managing heritage assets associated with major water or other similar utility / linear infrastructure.

Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coaches others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Historic Preservation	1	Essential	Intermediate
Environmental Compliance	2	Essential	Intermediate
Report Writing	3	Essential	Intermediate
Teamwork	4	Essential	Intermediate
Organisational Skills	5	Essential	Intermediate
Interpersonal Communications	6	Essential	Intermediate
Stakeholder Management	7	Desirable	Developing
Advising	8	Desirable	Developing
Relationship Management	9	Desirable	Developing
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches others.			
Mastery - Strategic, sought as expert internally and externally.			

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.