

# EVERICK FOUNDATION

## General Job Information

Position Title: Senior Research Archaeologist - Level 7

Incumbent: None

Reporting to: EBI Principal

Location: Brisbane, Sydney or Melbourne

Purpose: To provide specialist archaeological services to Everick Foundations clients in accordance with Everick's ethical and technical standards. The main functions of this role are:

- project management;
- identifying opportunity and initiating new projects;
- community consultation and stakeholder engagement;
- written communication including grant writing, report writing and publications;
- community outreach, including working with Aboriginal groups, schools and the general public;
- undertaking field based research projects, including occasional travel for periods of up to 10 days at a time;
- public speaking, including teaching, mentoring, delivering workshops, guest lectures, and conference presentations;
- represent values and interests of Everick Foundation at community events and conferences;
- acting as the Foundation Principal in time of absence;
- building and maintaining relationships with Everick Foundations donor base, in consultation with the Foundation Principal and Philanthropy Manager;
- submit invoicing time sheets and expenses to administration staff on a timely basis throughout the month;
- manage projects to ensure budgets are not exceeded;
- assist with Foundation team management job responsibilities of Creative team, and Foundation team; and
- adhere to the Quality Management System requirements.

**All skills listed below must be achieved to attain Level 7 Senior Research Archaeologist Position**

### Essential Skills / Competencies

- 10+ years' experience in archaeological and/or cultural heritage management or a similar industry
- Strong history of independent research and/or project management, including the initiation, funding and delivery of projects
- Confident in public speaking, teaching, and delivering content before an audience
- Proven ability to meet all quality standards associated with reporting

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- Ability and willingness to travel as required, including working remotely in the field
- Ability to take instruction from Executive Management and provide assistance wherever possible
- To participate in any relevant training programs when required
- Current manual C-Class Drivers Licence – Essential both manual and automatic licence.

## **Project Management Skills**

- High level of end-to end Project Management skills
- Manage projects of appropriate size and complexity including timeframes, budgets, supervision of team members and client interaction.
- High-level of communication, interpersonal, consultation, partnership and negotiation skills.
- Proven ability to successfully manage teams.
- Proven ability in delivering projects within agreed timeframes and budgets as well as delivering high quality standards.

## **Networking**

- Proven ability to develop relationships with proponents including Aboriginal groups and corporations.
- Ability to increase networks of proponents including Aboriginal groups and corporations.
- Shown ability to identify opportunities, initiate new projects and bring in new work from new proponents including Aboriginal groups and corporations.

## **Desirable Skills / Competencies**

- PhD in archaeology or anthropology.
- Archaeological survey or excavation experience.
- Publication history.
- First Aid Certification.
- Blue Card (Working with Children).