

# HERITAGE RESOURCE OFFICER

## PREAMBLE

This series will be limited to those positions for which the prime objective is the management of provincial heritage resources and which require extensive preparation in one or several of the following areas: Anthropology, Architecture, Conservation, Museology, History, Archival or Information Sciences.

### Exclusions

Positions which provide clerical, administrative or technical support to the heritage management function (e.g. Draftsmen, Engineering Aide, Building Managers) will not be eligible for inclusion in the series.

Also excluded from this series are positions for which protection, preservation, conservation, and restoration of the original material is not a primary and on-going objective.

### Definitions

#### Heritage Resources Management

The development of comprehensive plans, suitable delivery mechanisms, and co-operative networks for museums and archives, and for archaeological, architectural, and historical resources. These activities are based on the needs to identify, survey, analyse, protect, preserve and conserve, manage, develop, and interpret artifacts, documents, sites and properties. Heritage resources management also entails the needs to plan, organize, co-ordinate, control, communicate, initiate, regulate, supervise, lead, assist, and monitor the disposition, destiny, and development of the unique heritage resources of Manitoba.

#### Project

An activity which is of limited duration, even though the duration may be counted in years. The time constraint distinguishes it from a program or activity which is on-going. Examples of projects may include the restoration of a particular building, the excavation of a particular archaeological site, or the acquisition and arrangement and description of a particular set of historically significant papers.

#### Program

Usually composed of a number of ongoing activities such as the archaeological excavation of the province, or a number of projects.

### Primary Source

An original medium of information; including a document, artifact, site, structure.

### Secondary Source

Information already gathered and structured into a book, article, unpublished report, reconstructed building, interpretative exhibit, etc.

### Discipline

Generally an area of specialization distinguished by being recognized as an area of senior academic study such as history, archives, archaeology, etc.

### Field

Generally identifies activities which draw on more than one discipline such as architectural history, archivistique.

### Area

Similar to field, but implies also more management functions as traditionally defined (planning, coordinating, organizing, and controlling) in applied as opposed to purely theoretical work.

# HERITAGE RESOURCE OFFICER 1

## GENERAL

This is the recruitment and training level for professional work assigned to incumbents in various fields of heritage resources management. Incumbents classified at this level adhere to standard practices, methods, and techniques in the field of heritage resources management or in specialized fields either in head office or on individual field projects. Although initial assignments are closely supervised, staff gradually assume greater independence in their duties.

## TYPICAL DUTIES

Conducts research into primary and secondary sources, according to clearly defined methodology and stated objectives.

Provides written reports (e.g. drafts for brochures, treatment reports on artifacts requiring preservation, responses to written enquiries) outlining results of research.

Recommends appropriate courses of action based on the results of research.

Assists in the care, control, and safe keeping of heritage objects and properties.

May assist with the training of support, term, and volunteer staff and review work as required.

Performs other related duties as assigned.

## QUALIFICATIONS

### **Knowledge, Abilities and Skills**

Some knowledge of the heritage resource management or specific knowledge of a related field or discipline.

Effective interpersonal and communication skills (both oral and written).

Demonstrated research capabilities.

### **Education, Training and Experience**

B.A. (Honors), or preferably a post-graduate degree in an appropriate field or discipline from a recognized university and some directly related experience, or equivalent combinations of experience and education acceptable to the Civil Service Commission.

# HERITAGE RESOURCE OFFICER 2

## GENERAL

This is the full working level, which functions with a considerable degree of independence within the context of a particular program's policies, practices and procedures, although an incumbent at this level may occasionally be required to vary procedures.

## TYPICAL DUTIES

Undertakes, within established priorities and policies, complex research and field work leading to the systematic and selective acquisition of significant heritage objects and properties.

Provides consultation and education to all levels of government and the public in the management of heritage resources.

Varies and develops research methodology, based on field experiences.

Provides supervision on a project basis to support staff, interns, and volunteers.

Ensures compliance with established procedures, policies, legislation, and regulations controlling the disposition, use, and protection of actual or potential heritage objects and properties.

Performs other related duties as assigned.

## QUALIFICATIONS

### **Knowledge, Abilities and Skills**

Sound knowledge of heritage resources management principles, methodologies, and techniques, or an in-depth knowledge of a related specialized field.

Sound understanding of relevant federal and provincial legislation.

Effective interpersonal and communication skills.

### **Education, Training and Experience**

B.A. (Honors); preferably a post graduate degree in an appropriate field or discipline from a recognized institution, with significant directly related experience or equivalent combinations of education and training acceptable to the Civil Service Commission.

# HERITAGE RESOURCE OFFICER 3

## GENERAL

This is the first supervisory level for positions classified within this series. Incumbents are accountable for the administration and supervision of ongoing activities or specific projects within the limits of legislation, departmental policy, and practices. Supervision is received only on problem items. At this level, although the emphasis of the work remains on the specific area of expertise, a significant amount of time is spent on the administrative aspects of the work.

## TYPICAL DUTIES

Supervises and/or may personally undertake or initiate research and negotiations leading to the selective and systematic acquisition of heritage objects and properties.

Appraises, interprets, and disseminates information both within the department and externally, concerning objects/properties of historical/heritage interest.

Interprets, or explains procedures, policies and priorities to outside agencies, individuals, and departmental personnel.

Ensures adherence to established procedures, policies, legislation, and regulations controlling the disposition, use, and protection of actual or potential heritage objects and properties.

Prepares and delivers lectures, addresses, and workshops, dealing with specialized fields of heritage resources management.

Writes and edits reports, briefs, manuals, guides and technical brochures.

Recommends modifications to policy and procedure as necessary.

Participates in the recruitment and selection of staff for projects/activities and evaluates performance.

Ensures that administrative requirements of the project/activity are met.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

A comprehensive knowledge of the principles of heritage resources management and related legislation, or of a related specialized field.

Demonstrated abilities to plan, organize, and control projects and activities.

Proven effective inter-personal and communication skills (oral and written).

### **Education, Training and Experience**

B.A. (Honors); preferably a post graduate degree in an appropriate field or discipline from a recognized institutions and significant experience at the HR02 level, or equivalent combinations of training and experience acceptable to the Civil Service Commission.

# HERITAGE RESOURCE OFFICER 4

## GENERAL

Positions classified at this level are accountable for the management of a particular heritage program, within broadly defined policy limits. The emphasis at this level is with the management, rather than professional/technical function although the requirement for professional/technical expertise remains.

## TYPICAL DUTIES

Plans, directs, controls, and evaluates a particular program, through subordinate staff, by ensuring that program standards and objectives are met, that legislation is adhered to, and by providing the impetus for the development and refinement of new activities.

Represents the department and interprets its policies, practices and procedures on advisory or regulatory boards, committees, commissions, departments, and agencies at regional, provincial or national levels.

Conducts, under guideline supervision, complex negotiations concerning the use, acquisition, and protection of heritage objects and properties with all levels of governments and with individuals and organizations.

Implements new activities as necessary.

Prepares and delivers lectures and addresses dealing with heritage resource management.

Writes and edits reports, briefs and submissions.

Ensures the selection and recruitment of staff; allocates financial and other resources; recommends provision of sufficient professional, administrative, clerical, and technical support to the program.

Interprets and ensures compliance with existing legislation and regulations, and recommends on modifications.

Is a member of the branch management team.

Performs other related duties as required.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

A comprehensive knowledge of heritage resources management, or in-depth knowledge of several related fields.

A comprehensive knowledge of relevant local, provincial and federal legislation, regulations, policies relating to heritage resources management or in a specialized field, and/or the principles which underlie such instruments.

Demonstrated managerial abilities.

Demonstrated negotiating and communication skills.

Demonstrated ability to contribute effectively within managerial team structures, and to provide leadership.

### **Education, Training and Experience**

B.A. (Honors); preferably post graduate degree in an appropriate field or discipline from a recognized institution, with extensive direct experience, some of which will include managerial experience; or equivalent combinations of education and experience acceptable to the Civil Service Commission.



# **HERITAGE RESOURCE OFFICER 5**

## **GENERAL**

This functions either as the Assistant Provincial Archivist or Assistant Director Historical Resources. Incumbents are responsible for reviewing the allocation of financial, staff, and other resources within the branch. Incumbents will be primarily responsible for the co-ordinated development of a network of local interests to establish province-wide Heritage Resource management services.

## **TYPICAL DUTIES**

Develops policies and standards for the branch in the areas of acquisition, preservation and public service, ensuring that the concerns of all affected programs are met.

As part of the branch management team, participates fully in the establishment of branch objectives.

Acts as the departmental representative for a variety of heritage organizations, associations, and outside agencies, as well as for local, provincial, and federal agencies and private organizations.

Co-ordinates and reviews the work of internal committees.

Ensures that all staff are informed of any legislation, policies, and practices which may affect them or the programs in which they participate.

Reviews resource expenditures for the branch on a monthly, quarterly, and annual basis; reviews annual estimates procedure for the branch.

Implements and evaluates volunteer programs by developing standards for the recruitment, selection and duties of volunteers, interns, etc.

Writes and edits reports, briefs and submissions.

Prepares and delivers lectures and addresses dealing with heritage resource management.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledges, Abilities and Skills**

A profound knowledge of heritage resources management, or an extensive knowledge of several related fields.

A comprehensive knowledge of appropriate local, provincial and federal legislation, regulations, policies, principles, and priorities relating to heritage resources management.

Demonstrated inter-personal and communication skills, particularly in the areas of negotiation, direction and decision making.

### **Education, Training and Experience**

B.A. (Honors); preferably a post graduate degree in an appropriate field or discipline from a recognized institution, with several years direct experience in progressively responsible positions, which have included managerial experience in the field of heritage resources or several related specialized fields.