



166118 - Heritage Officer - Fisheries, Tourism, Sport and Culture

Government of PEI

📍 105 Rochford Street, Charlottetown, Prince Edward Island C1A 3T7

👤 1 Position available

📅 Expires on: April 3, 2025

JOB DESCRIPTION



The Department of Fisheries, Tourism, Sport and Culture is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

This position is responsible for the management and administration of various Heritage programs, established pursuant to legislation. The management of these programs results in planned preservation and protection of Heritage resources in PEI, as well as the education of the public regarding the importance of heritage to the province.

Duties include but are not limited to:

- Manages, plans, and administers the Provincial Heritage Places Recognition Program and the Heritage Incentive Grant Program;
- Distributes, provides guidance in completing, reviews and vets applications;
- Plans and provides outreach activities to promote programs;
- Writes briefing notes;
- Conducts site visits and provides advice to property owners on various aspects of heritage place conservation;
- Maintains the official Register of Heritage Places and associated websites;
- Conducts GeoLinc searches, and archival and land title research;
- Monitors compliance with Heritage Places Protection Act legislation for recognized Heritage Places;
- Identifies potential heritage resources, and researches and writes applications for the PEI Register, particularly with respect to at risk heritage resources;
- Acts as Secretary to the Ministerial Heritage Places Advisory Board;
- Plans and administers the Provincial Heritage Fair Program and chairs the Provincial Heritage Fair Planning Committee;
- Acts as Registrar of Heritage Places for Prince Edward Island;
- Participates in various Federal, Provincial and Territorial committees;
- Manages budget and writes funding applications; and
- Other duties as required.

📁 Job type:
Permanent / Full-time

🕒 Work shifts:
Day

🕒 Work schedule:
37.5 hrs/week

📍 Work location
On site

💰 Salary:
\$63,707.00 - \$79,619.00 CAD
Yearly

👥 Unionized:
Yes

Required documents

✔ Resume

Optional documents

✔ Cover Letter

If you are not a Canadian citizen or permanent resident, please upload a copy of your valid work permit confirming your authorization to work in Canada

✔ Other

Minimum Qualifications:

- Completion of University Degree in History or related field
- Additional training in Heritage Conservation Planning, Architectural History
- Demonstrated equivalencies will be considered
- Experience in project management, customer service and working with the PEI heritage and cultural community
- Experience in database management, website administration and digital imaging software
- Experience with the Heritage Fair Program
- Thorough knowledge and understanding of the Heritage Places Protection Act and Regulations, the Archaeology Act, Ancient Burial Grounds Act and implications on heritage resources, and a thorough understanding and ability to interpret the Standards and Guidelines for the Conservation of Historic Places in Canada
- Ability to provide sound advice and guidance in heritage conservation for the preservation and maintenance of heritage places
- Thorough knowledge of architectural styles, design, and history of architecture in the province and region and of the issues and trends in heritage conservation in the province and nationally
- Excellent oral and written communication skills
- Must have access to a reliable vehicle

Other Qualifications:

- Knowledge of Prince Edward Island history
- Excellent time management and organizational skills

Preference to Employees of the unclassified division as per the UPSE Civil Collective Agreement.

This competition may be used to fill future vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.



Free Parking



3 weeks paid vacation
annually



Health and dental benefits



Up to \$2,500 annual
training funds



Employee assistance
program



Pension Plan