



St Paul's Cathedral Melbourne

Together transforming our City and Diocese

Cathedral Surveyor of the Fabric (Retained Architect) Position Description

St Paul's Cathedral

St Paul's Cathedral Melbourne is the home for worshippers from more than two dozen nations, the seat of the Archbishop of Melbourne and the home church for the Anglican Diocese of Melbourne and the Province of Victoria.

As well as a regular program of worship services, the Cathedral serves federal, state, civic and diocesan organisations, local schools and colleges, arts providers, as well as community groups and associations. It is governed by a Cathedral Chapter (Governing Body).

The Cathedral is Australia's most visited place of worship; one of Melbourne's key historical landmarks with national and state citations, and a tourist attraction with some 500,000 visitors and worshippers a year. It is open every day of the year. As a significant heritage site, it has ongoing building maintenance and financial needs.

The Cathedral sits within a Heritage precinct that consists of: the main Cathedral, the Cathedral Close on Flinders Street, the administrative buildings at 209 Flinders Lane, and the Chapter House complex at 197 Flinders Lane, including retail outlets fronting Flinders Lane and Chapter House Lane.

Role and Purpose

The Surveyor of the Fabric has a key professional role that relates to all matters regarding the fabric of the Cathedral. She or He has an overview of all matters that affect its cultural heritage, structure, contents, furnishing and settings.

She or he reports directly to, and provides advice to the Dean through, the Chapter's Property and Buildings Committee (PAB). This Committee is composed of members of the Cathedral's Chapter and lay members of the Cathedral. The Committee members are from a wide range of professional backgrounds.

The Surveyor of the Fabric is an ex-officio member of the Chapter's Property and Buildings Committee. He or She will also work closely with the Cathedral Administrator, commissioned architects, and external contractors to ensure that maintenance and planned repairs are carried out in a suitable and timely manner.

Areas of Responsibility

Area of responsibility	Details
Assessment	<p>The Surveyor of the Fabric will oversee the assessment of the condition of the Cathedral's buildings and utilities, and make necessary recommendations to maintain an effective infrastructure program in accordance with the Burra Charter.</p> <p>A Quinquennial inspection is not mandatory but is recommended. Cathedral Stone have had an ongoing relationship with St Paul's for 30 years.</p>
Reporting	<p>Annual Reports are to include:</p> <ul style="list-style-type: none"> • a summary of any works to the Cathedral and any ancillary buildings carried out during the previous year • advice on those works for which the Surveyor of the Fabric considers a permanent record should be maintained • an account of progress made in implementing the recommendations in the quinquennial reports • any other matters which the Surveyor of the Fabric considers relevant to the care and conservation of the cathedral. • Inputs into the Cathedral's Annual Report
Meetings	<p>The Surveyor of the Fabric will attend, and report to, the monthly meetings of the Projects and Building Committee (PAB), as well as any extra-ordinary meetings that may need to be called.</p>
Advice	<p>The Surveyor of the Fabric will advise on all aspects of the fabric including aesthetic issues, miscellaneous items of joinery, metalwork, artwork and memorial installations.</p>
Maintenance and repairs	<p>The Surveyor of the Fabric will (on completion of the initial inspection and any subsequent inspections) advise on a forward plan for maintenance, repairs and improvements to the cathedral. This includes maintaining an up-to-date list of works considered desirable or necessary. Any works must be approved by Chapter and recommended by the Projects and Building Committee.</p>
Project works	<p>The Surveyor of the Fabric will advise Chapter and Cathedral staff on any proposed works and the form those works should take. The SoF will also act as one of the designated contacts for engineering and architectural consultants for these projects.</p> <p>The Surveyor of the Fabric will advise the Chapter and Cathedral staff on the risks associated with any project works including likely disruptions to the operation of the Cathedral and its environs. They will also:</p> <ul style="list-style-type: none"> • Assist with the management of architects, consultants and contractors (in conjunction with the Cathedral Administrator) • help monitor projects to ensure costs, timing and contract requirements are met (in conjunction with the Cathedral Administrator and the Hon. Treasurer).

Qualifications and Skills

The Surveyor of the Fabric will possess qualifications and expertise relating to the conservation of historic buildings and other matters outlined in this Position Description.

Qualifications / skills	Details
Qualifications	<p>Qualifications should include but not be limited to the following:</p> <ul style="list-style-type: none"> • Degree in Architecture • Member of the Australian Institute of Architects • Registered Architect in the State of Victoria • Member of ICOMOS (preferable) • Further qualifications in Heritage Architecture such as post graduate qualifications in conservation • High level presentation skills – written, verbal and illustrative.
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Understanding of the work of the Cathedral and sympathy for its values and ethos, communicant member of the Anglican Church desirable. • Familiarity with approval processes such as Heritage Victoria Permits. • Awareness of available grants for heritage works is seen as an advantage.
Working conditions	<ul style="list-style-type: none"> • Prior to appointment, the successful applicant will need to provide a current Working with Children check and current Police Certificate, in preparation for clearance to Diocesan Professional Standards Protocol
Remuneration	<p>The role of the Surveyor of the Fabric is an honorary role and as such attracts an honorarium.</p> <p>Any additional work that may incur professional costs emanating out of advice from the Surveyor of the Fabric, will be discussed on merit with the Projects and Building Committee.</p> <p>Following the successful completion of a six-month probationary period, the Cathedral Surveyor of the Fabric will be offered a three-year renewable Working Agreement by the Cathedral Chapter.</p>

Application Process

St Paul's Cathedral Melbourne seeks expressions of interest from those who will contribute to an atmosphere in which cultural diversity is valued and supported.

Applications, and any further queries regarding the post or the application process, should be directed to the Dean's PA, **Ms Hannah Hornsby**.

Email: hhornsby@stpaulscathedral.org.au

Postal address: St Paul's Cathedral, 209 Flinders Lane, Melbourne, Victoria 3000, Australia.

To be considered, applications MUST be received by **5 pm** Australian Eastern Standard Time on **Friday 28 June**.

Applications should include:

- A full Curriculum Vitae for the nominated persons and if a director of a practice, an overview of that practice, its work and its expertise.
- The names of four referees, indicating two referees on the applicant's skills and achievements, one reference by a colleague or team member, and one personal reference.
- A personal statement of no more than 1,000 words responding to this Profile and Position Description including similar positions held and relevant completed works.
- An indication of how the applicant will work with the Dean and the Cathedral's Committees.

A Shortlist will be made from the applications. Then, all shortlisted applicants will be invited to an interview with the Dean and members of the Chapter.

Further information about the Cathedral's ministries and work is available online, at:
www.cathedral.org.au.