



Botanist/Ecologist

Sydney or Wollongong, NSW

Position description

January 2018

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Position title	Botanist/Ecologist – Mid-level to Senior
Position ID	JD014
Discipline	Professional
Direct reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Location	Parramatta or Wollongong NSW
Reports to	Team Leader – Ecology
Status	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term FTE: 1
About Niche	Niche Environment and Heritage is a leading multidisciplinary consultancy specialising in ecology, cultural heritage management, environmental approvals and biodiversity offsetting. Established in 2009, we deliver projects to clients across eastern Australia from our nine locations. Our 40+ strong team includes ecologists, botanists, archaeologists and environmental engineers.
Our values	<p>Our approach is underpinned by experience and always governed by our core values:</p> <p>Care – We care about each other, our business partners, working safely and sustaining the environment.</p> <p>Excellence – We provide superior advice and clever solutions. We strive to be the best at what we do and we are proud of our work.</p> <p>Integrity – We have the strength and principles to operate honestly and ethically. We build strong, balanced relationships founded on respect.</p> <p>Trust – We are responsible, we are accountable, and we deliver on our commitments.</p>
Workplace environment	<ul style="list-style-type: none"> • Remote working conditions/telecommuting • A modern office facility located within walking/short driving) distance to eating establishments and retail outlets. (Parramatta or Wollongong) • Accessible by main arterial roads. Buses are available to major train stations and shopping centres • An equal opportunity employer
Position purpose	<p>This position provides technical and research based consultative advice to interpret data and samples, and turn ecological data into reports or information to help assess and understand the state of the environment for our clients.</p> <p>To provide specialist ecological research, advice and input into environmental impact assessments, offsets and Stewardship applications for public and private sector clients.</p> <p>This position plays a key role in developing and maintaining client relationships and managing projects.</p>

Accountabilities	<ul style="list-style-type: none"> • Develop and bring to Niche a high level of understanding of the biodiversity and ecological needs with NSW • Provide a strong commitment to representing Niche and expanding business opportunities in your assigned region • Participate in, conduct and manage complex consulting projects • Meet productivity targets and project budgets • Client Relationship Management • Routinely communicate the progress of assigned projects with the Principal Consultant • Remain current with environmental legislation and regulatory updates, provide updated information as it becomes available to staff
Duties performed	
Project management	<ul style="list-style-type: none"> • Preparation and delivery of comprehensive reports: completion of detailed scientific reporting, written in a manner that can be understood by non-technical people whilst conforming to company standards and quality assurance • Undertaking ecological fieldwork, data capture and analysis whilst working safely in the field • Preparation and delivery of Biodiversity Development Assessment Reports and Site Stewardship Assessment • Effective and timely liaison with clients, regulators and sub-contractors • Management of consulting projects and clients with a high level of professionalism and technical expertise • Effective and timely management of client meetings and consultation to convey findings and provide technical advice, as well as managing project technical and financial performance • Provide representation for our clients to various consent authorities on matters of technical speciality • Managing legislative issues for clients and maintaining an awareness of how legislation impacts projects • Effective management of project budget within the boundaries of each individual project. Ongoing monitoring of allocated hours and self-assessment to ensure budgets are not exceeded without prior consent from management. • Ensure that the project work is carried out and completed within designated time frames • Ensure all reporting metrics are submitted as per company policy • Ensure all equipment used for testing is logged and maintained in accordance with company policy • Ongoing professional development of skills in the discipline, including keeping abreast of the current best practise for your discipline • Contribute to the growth of the business through seeking out and developing client relationships and seeking inclusion in projects to which Niche may contribute. This will include preparing proposals, approaching potential clients and seeking feedback from clients on project performance
Assessment and survey	<ul style="list-style-type: none"> • Participate in ecological field assessment and survey. This will involve collecting data, including BAM plots • Data interpretation: this can include detailed assessment of data, often using software modelling packages

	<ul style="list-style-type: none"> • Carrying out desk-based research to review previous investigations of a site that a client wants to purchase, and possibly undertaking field work, to identify previous activities on the site • Preparedness to endure rough and isolated living conditions for extended periods while involved in fieldwork 		
Workplace health and safety	<ul style="list-style-type: none"> • Ensure that all work is carried out with conformance to workplace health and safety policies and procedures. Risks are to be identified reported and safety equipment and clothing must be worn at all times • Respond to any HSE incidents as per the incident procedure and report them to their manager and the HSE coordinator as per the HSE manual • Respond to any environmental risks as appropriate through the SWMS process and advise management and the HSE coordinator accordingly • Have current Senior First Aid qualifications or equivalent • Participate in HSE consultation and training initiatives 		
General	Undertake the responsibilities of the position adhering to Equal Opportunity and anti-discrimination legislation and requirements.		
Equipment and materials used	<ul style="list-style-type: none"> • Camera Traps • Cage traps • Elliott traps • EPIRBs • Harp traps • Ladders 	<ul style="list-style-type: none"> • Loud hailers • PC and laptops • Satellite phone • Sieves • Shovels, spades, hoes, mattocks 	<ul style="list-style-type: none"> • Song Meters • Spotlights • UHF radios
Expected outcomes			
	<ul style="list-style-type: none"> • Provide expert advice in ecological assessment, survey and reporting. • Manage consulting projects and clients with a high level of professionalism and technical expertise • Projects are to be completed on time and within budget • Reports produced will be of a professional standard and technical data relevant to the project brief. Reports will be correctly formatted and edited accordingly ensuring all compliance levels are achieved. • Regular client briefings and updates on progress are to be scheduled and delivered • All technical data and filed work is to be collected in a safe manner as per company policy and procedure • Meet Utilisation Targets and Individual Key Performance Indicators 		

Competencies	
Technical expertise	<ul style="list-style-type: none"> • Excellent analytical, conceptual and assessment skills, together with strong professional experience • Develop and implement long and short term strategies for projects and/or services within the strategic framework of the business in accordance with its mission • Production of technical report writing and preparation of associated appendices which may include site diagrams, formatting site and aerial photographs • Knowledge of pertinent provincial and federal environmental regulations • Exemplary interpersonal skills and is very detail oriented and organised • Precise attention to detail and ability to produce professional quality deliverables on time and on budget
Technology	<ul style="list-style-type: none"> • Competent with Microsoft Office Suite • Operation of GIS
Problem solving	<ul style="list-style-type: none"> • Proactively identify client issues and problem-solve these with clients, seeking support where necessary • Identify; investigate and resolve problem areas defined and apply solutions. • Analysis of data • Customer/client satisfaction • Handling enquires
Planning and coordination	<ul style="list-style-type: none"> • Planning of workflow and distribution thereof – work is administrated and completed within specified deadlines • Conduct reviews for more contentious client documents (e.g. budgets, proposals, draft and final reports, letters etc.) • Able to meet and or exceed utilisation targets
Communication	<ul style="list-style-type: none"> • Liaison with executive leadership team, senior managers and consultants • Liaison with clients and third party providers • Written and verbal communication skills (through collation and production of professional reporting and management meetings) • Team player • Self-motivated
Autonomy	<ul style="list-style-type: none"> • Support role: 20 % • Leading role: 10% • Autonomy: 70%

Qualifications	
Essential	<ul style="list-style-type: none"> • Previous project management experience in a similar role and technical expert in their field • Competence with computers, including experience with MS Word and Excel • Degree / undergraduate degree or postgraduate qualification in preferably a degree in botany or science or another similar subject • Five years' experience post degree • Demonstrated experience with GIS technology and ability to read topographic maps • Ability to speak and write clearly and effectively • Ability to deal effectively with a diverse group of individuals • Willingness to travel extensively throughout the state, and to work in the field under adverse weather conditions • Current drivers licence is required as travel is part of the role
Desirable	<ul style="list-style-type: none"> • Accredited BAM Assessor • Experience in interpreting relevant state and national biodiversity legislation
Remuneration level	
	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Award <input type="checkbox"/> General Compensation <input type="checkbox"/> Executive Compensation

Endorsement	Name	Date	Signature
Approved by	Belinda Kimber, Corporate Services Manager		
Employee's confirmation			

Niche Environment and Heritage

A specialist environmental and heritage consultancy.

Head Office

Niche Environment and Heritage

PO Box 2443 North Parramatta NSW 1750

Email: info@niche-eh.com

All mail correspondence should be through our Head Office