

POSITION DESCRIPTION

Position title:	Ecologist (Mid-level)
Position Id:	JD014
Discipline:	Professional
Direct reports:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Location:	Parramatta, Wollongong or Mudgee (or other NSW location by negotiation)
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
Position purpose:	<p>This position provides technical advice to clients regarding their projects and helps them understand their regulatory requirements.</p> <p>To provide specialist ecological survey and advice in response to environmental impact assessments and monitoring programs for public and private clients.</p> <p>This position plays a key role in developing and maintaining client relationships and managing projects as per consultant level.</p>
Accountabilities:	<ul style="list-style-type: none"> Develop and bring to Niche a high level of understanding of the biodiversity and ecological needs of the region assigned. Provide a strong commitment to representing Niche and expanding business opportunities in your assigned region. Participates in, conducts and manages complex consulting projects. Meeting productivity targets and meeting project budgets. Client Relationship Management. Routinely communicate the progress of assigned projects with the Team Leader. Remain current with environmental legislation and regulatory updates.
Workplace environment:	<ul style="list-style-type: none"> A modern office facility located within walking/short driving) distance to eating establishments and retail outlets. (Parramatta/Wollongong/Mudgee). Working from home is supported by arrangement. Accessible by main arterial roads (Parramatta/Wollongong). Buses are available to major train stations and shopping centres. An equal opportunity employer.
Duties performed:	<p>Project Management</p> <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. Preparation and delivery of BAM Assessments.

- Effective and timely liaison with clients, regulators and sub-contractors.
- Manage 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

- 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.
- Carrying out desk-based research to review previous investigations of a site and its surrounds.
- Preparedness to endure remote and isolated living conditions for extended periods while involved in fieldwork.

Workplace health and Safety

- 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.

	<ul style="list-style-type: none"> • Have current Senior First Aid qualifications or equivalent • Participate in HSE consultation and training initiatives. <p>General</p> <ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to Equal Opportunity and anti-discrimination legislation and requirements;
<p>Expected outcomes:</p>	<ul style="list-style-type: none"> • Prepare expert advice in ecological assessment and survey. • 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 field work is to be conducted in a safe manner as per company policy and procedure. • Meet productivity targets and Individual Key Performance Indicators.
<p>Equipment & materials used:</p>	<ul style="list-style-type: none"> • Camera Traps • Cage traps • Elliott traps • EPIRBs • Harp traps • Ladders • Loud hailers • PC and laptops • Satellite phone • Sieves • Shovels, spades, hoes, mattocks • Song Meters • Spotlights • UHF radios

<p>Competencies:</p>	<p>Technical Expertise</p> <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 relevant state and commonwealth legislation. • Excellent interpersonal skills. • High levels of organisation. • Precise attention to detail and ability to produce professional quality deliverables on time and on budget <p>Technology</p> <ul style="list-style-type: none"> • Competent with Microsoft Office Suite. • Operation of GIS. <p>Problem Solving</p> <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. <p>Planning/Co- ordination</p> <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 productivity targets. <p>Communication</p> <ul style="list-style-type: none"> • Liaison with company management and leadership team, administration team and other 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.
<p>Qualifications:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • 4 years NRM experience. • BAM Accreditation (preferable). • Demonstrated experience in application of NSW biodiversity assessment framework. • Previous consultancy experience. • Demonstrated skills in report writing, specifically impact assessment reporting. • Field survey skills and experience including plant and community identification. • Competence with computers, including experience with MS Word and Excel.

	<ul style="list-style-type: none"> • Degree / undergraduate degree or postgraduate qualification in preferably a degree in botany or science or another similar subject. • 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. <p>Desirable:</p> <ul style="list-style-type: none"> • Accredited BAM Assessor • Experience with or knowledge of Natural Heritage methodology
Remuneration level	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Award <input type="checkbox"/> General Compensation <input type="checkbox"/> Executive Compensation <u>Classification:</u> (Also Botanist)

ENDORSEMENT

Approved By: Belinda Kimber
Corporate Services Manager

Date: [Click here to enter a date.](#)

Signature: _____

INCUMBENT'S ENDORSEMENT & CONFIRMATION OF ROLE:

Employee Name: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Signature: _____