

Excellence in your environment



Position Description

Environmental Consultant



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Position Description

Position title	Environmental Consultant
Discipline	Environmental Approvals
Hours	Full time (Minimum 37.5hours/week)
Reports to	Team Leader – Environmental Approvals
Direct reports	None
Location	NSW – Parramatta / Wollongong
Workplace environment	Key offices in Parramatta and Wollongong Offices in Mudgee and Port Macquarie An equal opportunity employer
Mission	To deliver trustworthy, ethical and professional environmental and heritage services to our clients. To maximise opportunities and grow Niche in a strategic and sustainable manner.
Vision	To be an excellent provider of professional environmental and heritage services. To be chosen by clients and respected by business partners and regulators because we maximise environmental and commercial outcomes.
Values	<p><u>Care</u> We care for each other, our business partners, working safely and sustaining the environment.</p> <p><u>Integrity</u> We have the strength and principles to operate honestly and ethically. We build strong, balanced relationships founded on respect.</p> <p><u>Excellence</u> 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><u>Trust</u> We are responsible, we are accountable, and we deliver on our commitments.</p>

Position purpose	This position provides technical consultative advice to help assess and understand the regulatory requirements for our clients.
Accountabilities	<p>Participates in, conducts and manages consulting projects as per consultant level.</p> <p>Meeting productivity targets and meeting project budgets.</p> <p>Routinely communicate the progress of assigned projects with the Approvals Team Leader.</p> <p>Remain current with environmental legislation and regulatory updates.</p>
Duties performed	<p>Project Management</p> <p>Preparation and delivery of high quality reports and technical advice/guidance as required, written in a manner that can be understood by non-technical people whilst conforming to company standards and quality assurance.</p> <p>Reviews, edits or conducts QA on reports as required</p> <p>Effective and timely liaison with clients, regulators and sub-contractors.</p> <p>Manage consulting projects and clients with a high level of professionalism and technical expertise as per consultant level.</p> <p>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.</p> <p>Provide representation for our clients to various consent authorities on matters of technical speciality.</p> <p>Managing legislative issues for clients and maintaining an awareness of how legislation impacts projects.</p> <p>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.</p> <p>Ensure that the project work is carried out and completed within designated time frames</p> <p>Ensure all reporting metrics are submitted as per company policy.</p> <p>Ongoing professional development of skills in the discipline, including keeping abreast of the current best practise for your discipline.</p> <p>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.</p> <p>Assessment and Survey</p> <p>Participate in environmental field assessments and surveys.</p> <p>Data interpretation and collection: this can include detailed collection of and assessment of data, often using software packages.</p>

Workplace health and Safety

Ensure that all work is carried out with conformance to health, safety and environment policies and procedures. Risks are to be identified and 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

Meet utilisation and individual key performance indicators

Competencies

Technical Expertise

Sound analytical, conceptual and assessment skills, together with strong demonstrated professional experience.

Sound demonstrated experience preparing environmental assessment and approval documentation.

Sound demonstrated experience preparing and reviewing technical reports and environmental management documentation.

Working knowledge of relevant state and federal environmental regulations.

High level interpersonal skills and organisational skills.

High demonstrated attention to detail and ability to produce professional quality deliverables on time and on budget.

Technology

Competent with Microsoft Office Suite

Basic Operation of GIS, GPS, field data capture apps and hardware.

Problem Solving

Proactively identify client issues and problem-solve these with clients, seeking support where necessary.

Identify, investigate and resolve problem areas defined and apply solutions

Data analysis

Planning/Co- ordination

Sound Project management.

Scheduling project work to ensure it is completed within specified deadlines.

Able to meet and/or exceed utilisation targets.

Communication

Liaison with Niche employees, clients and third party providers.

High level written and verbal communication skills (through collation and production of professional reporting and management meetings).

Team player.

Self-Motivated.

Qualifications and experience	<p>Essential:</p> <p>Degree in environmental science, environmental management, environmental planning, resource management, environmental engineering or another relevant discipline.</p> <p>Minimum 2 years' experience post degree.</p> <p>Demonstrated experience with GIS technology and ability to read maps.</p> <p>Previous project management experience in a similar role.</p> <p>Competence with computers, including experience with MS Word and Excel.</p> <p>Ability to travel to other locations as required.</p> <p>Current drivers licence is required as travel is part of the role.</p>
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Duty Statement/Consultant Level

Position title	Mid-Level Environmental Approvals Consultant
Technical expertise	Typically 2+ years post-graduate relevant environmental impact assessment and approvals experience in mining, infrastructure, and land development projects preferably with technical expertise in one or more disciplines.
Project Management	<p>Sound project management skills</p> <p>Sound data management skills</p> <p>Works with team leader to meet productivity targets</p>
Proposal writing	<p>Writes basic proposals</p> <p>Develops project budgets</p>
Report writing	<p>Produces high quality reports and technical advice/guidance as required</p> <p>Reviews, edits or conducts QA on reports as required</p> <p>Reports may include:</p> <ul style="list-style-type: none"> Reviews of Environmental Factors (REFs) Statements of Environmental Effects (SEEs) Environmental Impact Statements (EISs) Environmental Constraints Assessments Flora & fauna (or Biodiversity) Assessments S75 Modification Environmental Assessments Extraction Plans (SMPs) Rehabilitation Management Plans Erosion and Sediment Control Plans & ESC Audits

	<p>Pre-clearing and clearing Inspections & Reports</p> <p>Miscellaneous Environmental Management Plans & assessments</p> <p>Land Access Facilitation</p> <p>EMPs & CEMPs</p> <p>Agricultural Impact Statements</p> <p>Phase 1 Contamination Assessment Reports</p> <p>Water quality monitoring reports</p> <p>Waste Classifications</p> <p>Controlled Activity Approvals</p> <p>Vegetation management plans (VMPs)</p> <p>Planning Proposal assistance (rezoning)</p> <p>Acid Sulphate Management Plans</p>
<p>Client liaison</p>	<p>Has some direct client contact/negotiation</p> <p>Contributes to the growth of the business through seeking out and developing client relationships and seeking inclusion in projects to which Niche may contribute.</p> <p>Providing representation for our clients to various consent authorities on matters of our technical expertise</p>
<p>Financial responsibility</p>	<p>Responsible for maintaining project budgets</p> <p>Responsible for entering own timesheets and expenses</p>