



# Senior Environmental Consultant

## Position Description

## Position Description

<b>Position title</b>	Senior Environmental Consultant
<b>Position ID</b>	JD028
<b>Discipline</b>	Environmental Approvals
<b>Hours</b>	Full time 37.5 hours per week
<b>Reports to</b>	NSW Regional Manager
<b>Direct reports</b>	None at present
<b>Location</b>	NSW – Parramatta / Wollongong
<b>Workplace environment</b>	Niche is an equal opportunity employer. It is expected that the position will have a direct face to face role with other staff in their discipline and therefore may be required to travel to other offices.
<b>Values</b>	<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>
<b>Position purpose</b>	<p>To provide expert environmental consulting services to our clients. This position plays a key role, by leading small and large-scale projects as project manager. This position plays a key role in developing and maintaining client relationships.</p> <p>You will therefore be involved in environmental projects which may include:</p> <ul style="list-style-type: none"> <li>• Provide specialist advice on environmental management and compliance issues for projects.</li> <li>• Environmental management, including compliance, auditing and reporting; ensuring all legislative obligations are met.</li> <li>• Preparation of Review of Environmental Factors/Impact Assessments and Management Plans.</li> <li>• Identify the need for, and deliver environmental training.</li> </ul>

<p><b>Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• Development of Environmental services as a core service offering of Niche.</li> <li>• Growth of the environmental service capacity of the business.</li> <li>• Efficient and effective project delivery.</li> <li>• Representing Niche in all areas of business activity.</li> <li>• Meeting productivity targets.</li> <li>• Managing and meeting dedicated project budgets.</li> <li>• Client relationship management.</li> <li>• Open and constructive communication to other project members and your manager.</li> <li>• Remaining fluent in relevant environmental legislation, regulation, and guidelines (Commonwealth, State and Local), as well as provide updated information as it becomes available to staff.</li> <li>• Routinely communicate the progress of assigned projects.</li> </ul>
<p><b>Duties performed</b></p>	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Leading teams of technical and non-technical specialists.</li> <li>• Initiate and leading marketing and business development activities to ensure the success of our business. This includes client relationship management with key clients.</li> <li>• Undertaking end-to-end project management tasks, including budget, schedules and time management.</li> <li>• Working at all times within Niche’s Workplace Health and Safety and Quality Systems.</li> <li>• Preparation of fee proposals in response to requests for quotation and tenders.</li> <li>• Communicating ongoing improvement in systems and technical areas.</li> <li>• Leading assessments of environmental significance using accepted significance criteria</li> <li>• Leading desktop assessments of environmental assessments and coordinate and assist with delivery of fieldwork.</li> <li>• Leading consultation with project stakeholders, including other Niche consultants, project clients, community groups and Government Agencies.</li> <li>• Leading, organising and delivering environmental fieldwork, sometimes in remote locations. This will include performing site meetings, visual inspections, pedestrian and vehicle surveys, data collection and project audits.</li> <li>• Leading the preparation of concise and technically accurate consulting reports.</li> <li>• Appearing as an expert witness.</li> </ul>
<p><b>Competencies</b></p>	<p><b>Technical Expertise</b></p>

- Environmental management experience min. 5 years.
- Production of technical report writing and preparation of associated appendices.
- Demonstrated high level of knowledge of local, State and Commonwealth legislation relating to environmental management in NSW and other jurisdictions in Australia.

**Problem Solving**

- Lead the identification, investigation and resolution of problems.
- Lead the analysis of data to identify and solve problems.
- Lead the analysis of requirements (set by client, set by regulatory environment) to identify and solve problems.

**Planning/Co- ordination**

- Lead the development and implementation of long and short term strategies for projects.
- Be effective in planning, including scheduling of project resources and tasks.
- 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**

- Liaison with Management Team, Team Leaders and Consultants.
- Excellence in interpersonal skills and is very detail oriented and organised.
- Excellence communicating with management, technical consultants, clients and other non-technical specialists.
- Excellent written skills demonstrated through concise and accurate reports.

**Professional attributes**

- Is a “team player”.
- Is strongly self-motivated and shows initiative.

**Autonomy**

Support Role: 20% of the time you will be working under direction of someone else.

Leading Role: 80% of the time you will be leading your own work packages and/or providing direction to others.

**Qualifications**

- Possession of an open drivers licence ("C" class).
- Degree environmental science, environmental management, environmental planning, resource management, environmental engineering or another relevant.


## Experience

### **Essential:**

- 5+ years of relevant industry experience in Australia.
- Previous project management experience in a similar role and technical expertise.
- Ability to work with a multi-disciplinary team.
- Competence with laptop computers, tablets, GPS devices, camera.
- Proficiency in Microsoft suite of applications, especially MS Word and Excel.

### **Desirable:**

- Relationships with potential clients of Niche
- Understanding of technical service offering of Niche, including terrestrial ecology and cultural heritage management.



## **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](mailto:info@niche-eh.com)

All mail correspondence should be through our Head Office