

Position Description

Position title	Environmental Team Leader
Position ID	JD031
Classification	Team Leader
Discipline	Environment, Ecology
Hours	Full time (Minimum 37.5 hours/week)
Direct reports	QLD-based ecology and environmental specialists
Reports to	Regional Manager QLD
Location	QLD – SEQ
Position purpose	<p>The role is responsible for leading and growing the environmental and ecological services within the Niche Environment and Heritage QLD region. Leading safe work practices for our people, building high performing teams and ensuring our clients experience value through the delivery of well executed quality projects.</p> <p>The role actively collaborates with the Regional Manager, Marketing leader, the Executive team and Technical leaders to identify and secure work, increase market profile and increase profitable revenue.</p> <p>Leads and drives technical and delivery standards of excellence.</p>
Key Performance Indicators (KPI's)	
KPI	Measure and Expectation
Team performance	<p>Manage project pricing, resource and schedule planning, mobilisation and utilisation to meet performance objectives of your discipline team</p> <p>Coordination of deliverables and workloads for your discipline team</p> <p>Proactively identify opportunities for winning work with new and existing clients in target sectors, including own and cross discipline opportunities</p> <p>Contribute to the development of winning proposals within the team, ensuring correct translation of client needs, that progress opportunities to contract execution, to ensure meet pipeline targets are met or exceeded to ensure the presence of future and sustainable work flows</p>

	<p>Provide regular advice and updates to team on regulatory changes and best practice. Communicate effectively and in a timely manner the key company goals, progress toward targets and important messages to the team</p> <p>Consult with the HR Manager and Regional Manager regarding HR issues such as; performance management within the team</p> <p>Identify potential technical staff for employment at Niche</p> <p>Monitor the resourcing requirements of the discipline, including assisting with recruitment and retention</p>
Leadership	<p>Is a model for living the Niche values and in following policies and the code of conduct, aligning the team with organisational values and goals</p> <p>Builds and maintains a cohesive, motivated, accountable team that delivers against goals and targets</p> <p>Ensures that roles and responsibilities and performance objectives are clearly communicated</p> <p>Supports individuals and the team, delegating responsibilities appropriately</p> <p>Develops team capability and recognises and develops potential in people</p> <p>Maximises effectiveness by selecting, developing, managing, deploying and motivating a high performing team</p> <p>Leads and manages, with HR and the Regional Manager, the performance reviews and individual development planning process for your discipline team</p>
Project management	<p>Work with the Regional Manager to ensure teams review, negotiate and manage commercial contracts on projects - analyse and assess risk/opportunity, manage contract variations, proactively review and monitor underperforming projects</p> <p>Minimise project overruns and write offs</p> <p>Ensure project deliverables and quality objectives are being met</p> <p>Provide quality assurance and technical advice to teams and individuals</p> <p>Manage internal review and quality control of more complex projects and technical skills required</p>
Client relationship management	<p>Ensure client satisfaction levels meet or exceed target, review, evaluate and monitor client satisfaction, oversee remedial actions if required</p> <p>Be an active participant and visible leader for the company's CRM program</p> <p>Develop and build effective key client relationships</p> <p>Attend or participate in technical and industry related conferences and forums</p> <p>Anticipates and is responsive to customer needs</p>
Financial	<p>Accountable to achieve key metrics including revenue targets, working capital (WIP, invoicing and aged debt), agreed profit margins, as delegated</p> <p>Responsible for team and own projects budgets</p> <p>Manage business related expenses in accordance with policy, limits of authority and project budgets</p>
Mentoring	<p>Identifies and acts on opportunities to provide mentoring</p>

	<p>Face to Face mentoring on the technical development of less experienced employees especially in regard to regulatory system compliance, technical aspects of discipline and Niche systems</p>
Marketing and business development	<p>Understand Niche’s current and desired positioning in your market Develop Niche’s market position as an environmental and ecological services firm in QLD Develop targeted campaigns/strategies in association with Marketing Leader Use client relationships to leverage further business development Actively pursues new clients</p>
Health Safety and Environment	<p>Lead and manage for a proactive safety culture Play an active role in your safety and the safety of others around you Ensure that all work is carried out with compliance to workplace health and safety laws, regulations, policies and procedures. Risks are to be identified and reported. Respond to any HSE incidents as per the incident procedure and report them to your 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. Participate in HSE consultation and training initiatives</p>
Competency Profile	
Competency	Description
Collaborative	<p>Collaborates closely with the Regional Manager, HR Manager, Marketing Leader, Executives, Technical leaders and team members Works well with others to achieve team goals Shares opinion/ experience/ knowledge with others and in turn, listens to the values and opinions of others Consults with colleagues and seeks their input in problem solving /decision making Keeps team and Regional Manager informed of issues encountered and progress on remedial actions</p>
Communication	<p>Listens to others Expresses thoughts and ideas effectively to people at all levels of the organisation Conveys information clearly, concisely and logically in both verbal and written forms Reads others body language and adjusts tone and style accordingly Varies content, style and form to suit the subject, the purpose and the needs of diverse audiences Checks for understanding to ensure mutual understanding of others</p>

Problem solving	<p>Seeks all relevant information for problem solving, investigates and probes for the facts</p> <p>Willing to seek input from others and share own ideas to achieve best outcomes</p> <p>Identifies issues that may hinder completion of tasks and finds appropriate solutions</p> <p>Identifies ways to improve systems or processes</p>
Innovative	<p>A mindset of continuous improvement</p> <p>Where possible generates innovative ideas and solutions</p> <p>Draws on a range of information sources to identify a new way of doing things</p> <p>Translates creative ideas into workplace improvements</p> <p>Challenges the status quo by continuously reviewing the established ways of doing things</p>
Resilience	<p>Perseveres to achieve goals, even in the face of obstacles</p> <p>Copes effectively with setbacks and disappointments</p> <p>Remains calm and in control under pressure</p> <p>Accepts constructive criticism in an objective manner, without becoming defensive</p>
Professionalism	<p>Demonstrates behaviours that reflect organisational expectations</p> <p>Behaves with integrity and acts ethically, accepts responsibility for own actions</p> <p>Responds to others with courtesy and respect, is open and honest</p>
Cultural awareness and support of diversity	<p>Treats others fairly and leads by example</p> <p>Treats all people with respect and values diverse perspectives</p> <p>Provides a supportive work environment for the diverse and multicultural workforce</p> <p>Recognises differences as opportunities to learn and gain by working together</p>
Qualifications and Experience	
Education	<p>Essential:</p> <p>Degree/undergraduate degree or postgraduate qualification, preferably a ecology, biology, environmental science, environmental management or another relevant qualification in a directly related field.</p> <p>Continued commitment to professional development (post graduate study would be advantageous including in business development or marketing fields)</p> <p>Willingness to travel and to work in the field under variable weather conditions</p> <p>Current drivers' licence is required</p> <p>Desirable:</p> <p>First Aid Certificate or willingness to obtain</p>
Experience	<p>Years of experience:</p> <p>At least 7 years' experience as a technical expert</p> <p>A demonstrable record of successful project delivery and management</p>

	<p>Areas of work experience:</p> <p>Recognised by peers as a leader in the field of environmental and/or ecological management</p> <p>Exceptional leadership and time management experience</p> <p>Exceptional communication skills</p> <p>Business development and marketing experience including client networks and sales interactions</p> <p>Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines</p> <p>Experience with collect information, analyse and produce effective business reports and financials</p> <p>Professional:</p> <p>Actively involved in relevant industry events and associations</p> <p>Remain current with relevant legislation and regulatory updates</p> <p>Maintain a network of industry and client peers</p>
Attachments	
Key Performance Indicators	The table attached defines observable indicators as quantifiable metrics to track progress and success

The employee's signature confirms that the position holder and team leader / manager have read the above position description and are satisfied that it accurately describes the position.

Employee Name	
Date	
Signature	

Reviewed by	Amendments	Document Approved By	Date
Belinda Kimber		Belinda Kimber, Corporate Service Manager	20/03/2018
Kelly Byrne	2019 HR Review	Kelly Byrne, HR Manager Cameron Harvey, QLD Regional Manager	