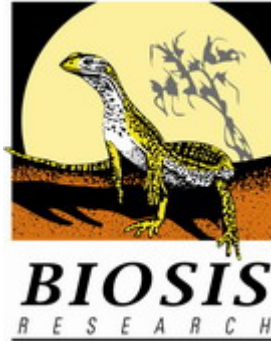


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Research Assistant

POSITION DESCRIPTION

Consultant Level 1

Biosis Research Pty. Ltd.

Biosis Research Pty. Ltd. provides consulting services in both natural and cultural heritage.

Our environmental services include biological science and natural resource management, conservation planning and policy, natural systems management and environmental management. In recent years our established environmental services have expanded to include catchment, riparian and estuarine studies, and projects involving strategic environmental planning, benchmarking and performance assessment in natural resource management.

Working in the areas of Aboriginal and European heritage we have a strong track record in integrated site management plans for complex archaeological sites. Heritage services include cultural heritage impact assessment, Aboriginal and non-Aboriginal community consultation and cultural site management planning.

Biosis Research is one of Australia's leading consulting firms in natural and cultural resource management and environmental and cultural heritage impact assessment. Biosis Research has a strong record with over 5000 projects completed. Our reputation for producing high quality, independent advice and solutions is acknowledged by private developers, public enterprises and government agencies engaged in Aboriginal cultural heritage, environmental review and planning.

We offer an integrated approach to ecological and cultural heritage management and assessment, combining a diverse range of skills. Our understanding of natural systems and cultural landscapes enables us to provide innovative solutions.

Legislative and policy expertise

We have a detailed knowledge of the implications of environment, heritage and Aboriginal legislation and policy, and the application of the principles of The Burra Charter and Ecologically Sustainable Development (ESD). We provide expert evidence at VCAT and panel hearings (Vic) and the Land & Environment Court (NSW).

Clients

Biosis Research has undertaken studies for a broad spectrum of clients, including urban and industrial developers, the mining, forestry and quarrying industries, road and rail transport authorities, electricity and water supply authorities, major law firms, local government, and state and federal land management agencies. We have an excellent reputation for the timely completion of complex projects to the satisfaction of our clients.

Key Services Natural.....

Biodiversity Inventory	Environmental Impact Assessment
<i>flora & fauna survey and mapping</i>	<i>impact minimisation and monitoring</i>
Environmental Planning	Environmental Management
<i>park planning and benchmarking</i>	<i>pests and threatened species</i>

Key Services Cultural.....

Cultural Heritage Impact Assessment	Heritage management plans
<i>impact minimisation and monitoring</i>	<i>Complex archaeological, and cultural landscape management</i>
Cultural site assessment	Aboriginal research and consultation
<i>archaeological survey and excavation</i>	<i>community consultation</i>

RESEARCH ASSISTANT - ROLES AND RESPONSIBILITIES

The Research Assistant is a developing technical professional at the early stages of their career who supports the Wollongong Resource Group Manager. The Research Assistant reports to and largely works under the direction of the Wollongong Resource Group Manager. With the approval of the Wollongong Resource Group Manager the Research Assistant may work under the direction of other Natural Heritage consultants for project work. Duties include assisting the Wollongong Resource Group Manager in: collecting, collating and writing background information for projects; proposal writing; data gathering and analysis; report writing as well as other duties and responsibilities as directed. Independence is encouraged though actively seeking mentoring and advice is an important part of this role.

Key Responsibility Areas

Key responsibilities (in order of priority) of the Research Assistant will comprise:

1. Chargeable Project Work
 - 1.1. Conduct background research and assist in the preparation for projects including summarising research findings;
 - 1.2. Assist in field data collation and analysis;
 - 1.3. Assist in the writing and production of technical consulting reports on Natural Heritage projects;
 - 1.4. Assist in the preparation for Natural Heritage field surveys as required;
 - 1.5. Assist in the preparation of invoices for Natural Heritage projects;
 - 1.6. Assist with field work.
2. Marketing and Client Relationship Management
 - 2.1. Assist with proposal writing;
 - 2.2. Support others in implementing client and market actions while being involved in an appropriate level of personal client and market work.
3. Administration
 - 3.1. Develop and maintain internal research systems;
 - 3.2. Assist the Wollongong Resource Group Manager and other senior staff with both project and non-project related office based administration duties'
 - 3.3. Purchasing office supplies;
 - 3.4. Prepare material (including current project list) and agenda for Monday Morning Meeting. Take minutes at Monday Morning Meeting and files and distributes minutes.
4. Professional Development
5. Other duties as required

Duty Statement

Duties supporting the Natural Heritage consultants as required, including;

1. Project Related
 - 1.1. Assist with background research for projects including the collation and summarisation of published and unpublished data;
 - 1.1.1. Main repositories of Natural heritage information include Viridans databases (Flora Information System), Atlas of NSW Wildlife, and EPBC Protected Matters Search Tool.
 - 1.2. Assist with preparation, writing and production of technical reports for projects within specific deadlines;
 - 1.3. Collate field data and assist in the analysis from Natural heritage sites;
 - 1.4. Assist with the preparation for field surveys;
 - 1.5. Assist with the organisation of and data collection during field surveys;
 - 1.6. Work to build an understanding of current legislation and how to apply it;
 - 1.7. Apply established methods including technical, administrative and commercial knowledge under direction;
 - 1.8. Seek support and advice from others regularly.
2. Client and Market
 - 2.1. Assist with the preparation of proposals in response to client briefs.
 - 2.2. Manage your personal marketing and client relationship management work.
 - 2.3. Support others implementing key marketing strategies for the office under the direction of the Wollongong Resource Group Manager.
3. Assist with a range of administrative duties, including those connected to consulting projects:
 - 3.1. General Photocopying
 - 3.2. Faxes, outgoing and received
 - 3.3. Prepares, prints and binds reports
 - 3.4. Organises courier as requested
 - 3.5. Banking, shopping and collections
 - 3.6. Mail collection, processing and distribution
 - 3.7. Organises mail outs
 - 3.8. Booking airfares and accommodation
4. Professional Development

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- 4.1. Work to develop technical expertise in the discipline;
 - 4.2. Work to develop and maintain professional networks in line with the requirements of the position;
 - 4.3. Work to develop client management skills.
5. Other duties as required

Management Structure

The Research Assistant is directly responsible to Wollongong Resource Group Manager. In their absence, the Research Assistant is responsible to the Chief Operating Officer.

Special Requirements

There are several regular tasks which are considered critical to the efficient functioning of the business. As an employee you are expected to perform these tasks without prompting or reminding. These tasks include 1) meeting utilisation targets, 2) timesheets (submitted to administration and entered into the Biosis Research Administration Dbase by noon on Monday every week), 3) active participation in the timetabling process and 4) recording your daily whereabouts in "Who's In".

As part of the day to day operations of the company, the Research Assistant is required to:

- Possess a current manual driver licence;
- Hold a minimum qualification, BSc preferably majoring in Botany or Zoology; or equivalent.
- Be competent with computers. Experience with MS Word, MS Access (or other database software) and MS Excel would be an advantage.

Salary

The salary is as per letter of offer of employment.