BIOSIS
RESEARCH

Field Zoologist

POSITION DESCRIPTION

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 freshwater ecology, 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 non-Aboriginal 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 6000 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 and non-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 (former AAT) 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

flora & fauna survey and mapping

Environmental Impact Assessment

impact minimisation and monitoring

Environmental Planning

park planning and benchmarking

Environmental Management

pests and threatened species

Key Services Cultural……

Cultural Heritage Impact Assessment

impact minimisation and monitoring

Heritage management plans

Complex archaeological, architectural and cultural landscape management

Cultural site assessment

archaeological survey and excavation

Aboriginal research and consultation

community consultation

FIELD ZOOLOGIST - ROLES AND RESPONSIBILITIES

The Field Zoologist is a developing technical expert at an early stage of their career who plays a role in the Natural Heritage Group in the Melbourne office. The Field Zoologist reports to the Melbourne Resource Group Manager and is expected to accomplish both project and administrative work. They play an active role in project work through participation in project teams, project management, field-work, and client liaison. The Field Zoologist must be prepared to travel throughout south-eastern Australia and may be absent from Melbourne for extended periods. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Melbourne Resource Group Manager

Key Responsibility Areas

Key responsibilities of the Field Zoologist will comprise:

1. Chargeable Project Work;

    1.1. Participates in, conducts and manages simple projects;

    1.2. Participates as a team member doing field surveys, analysis and reporting as required by the project manager;

    1.3. Provides ecological advice to our clients.

2. Marketing and Client Development;

3. Administration;

4. Professional Development;

5. Other Duties as Required.

Duty Statement

There are several regular tasks which are critical to the functioning of the business. As an employee you are expected to perform these tasks as a matter of course. These are:

- *key performance criteria:* ***a****) meeting utilisation targets and* ***b****) meeting project budgets*

- *as regular daily or weekly tasks:* ***a****) timesheets (submitted to administration and entered into the Biosis Research Administration Database by noon on Monday every week),* ***b****) active participation in the timetabling process,* ***c****) recording your daily whereabouts in "Who's In" and* ***d****) invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your resource group manager).*

1. Project Work

    1.1. Manage simple consulting projects (typically under $10,000) developing project management competence.

    1.2. Make project-based decisions including those that require the application of established methods, systems and policies under direction.

1.3. Conduct zoological field surveys as required in connection with consulting projects.

1.4. Prepare inventories, significance assessments and management plans as required for natural heritage sites.

1.5. Develops skills in technical report writing, understanding the different types of reports required. Reports may require some editing and technical correction.

1.6. Manages own work to budgets and guidelines set.

1.7. Develops an understanding of the relevant regulatory requirements and understands ramifications for own work.

1.8. Develops an awareness of new or updated regulatory requirements.

1.9. Ensures all work, especially client documents, are completed to a high standard and checked prior to submission or review.

1.10. Proactively participates in the timetabling process and booking of resources.

1.11. Develops an understanding of Biosis Research policies and procedures and implementing these for own projects. Adheres to all administrative requirements.

1.12. Works well in teams and is supportive of project managers.

1.13. Is polite, supportive and considerate of others (particularly other employees, subconsultants, clients, aboriginal representatives, etc).

1.14. Demonstrates that the relationship with both internal and external clients is valued.

2. Marketing and Client Development

2.1. Prepare simple proposals in response to client briefs.

2.2. Seeks out opportunities to establish, develop and actively maintain positive working relationships with clients, communities, and relevant professional bodies.

2.3. Regularly and actively communicates with peers, seeking support where required, including developing a “hounding capacity”. Attends internal specialist group meetings as required.

2.4. Communicates clearly and concisely both orally and in writing.

2.5. Working towards explaining technical concepts clearly with minimal jargon.

2.6. Develops an understanding of current best practice in their specialist area.

2.7. Develops an understanding of the most appropriate method to achieve project goals.

2.8. Employs effective listening skills, understanding requirements fully.

2.9. Understands and promotes the social and ethical values of Biosis Research while conducting internal and external business activities.

2.10. Proactively provides constructive feedback to their manager as required.

2.11. Develops and maintains effective working relationships with both internal and external clients.

2.12. Developing communication abilities with internal and external clients..

2.13. Building ability to identify client issues on own projects and actively seeks to resolve these, seeking support where necessary.

2.14. Maintains the 'single Biosis Research team' approach by working cooperatively with own internal support services.

2.15. Developing an awareness of the type of clients and their business environment. Respects the client's perspective.

2.16. Where applicable shares client information with the team, their manager and Biosis Research.

2.17. Seeks feedback from clients for own work and shares this information with their manager. Actively follows up negative feedback in a constructive manner.

2.18. Understands the key terminology of the Biosis Research marketing terminology and methodology.

2.19. Develops an understanding of all services offered by Biosis Research and when they are required.

2.20. Supports other team members with their marketing activities, generating information as required.

2.21. Presents a positive, professional image of self and Biosis Research in all dealings with external parties.

2.22. Liaise regularly with clients, governmental agencies and staff of the Natural and Cultural Heritage groups of Biosis Research Pty. Ltd.

2.23. Support others implementing key marketing strategies for the office under the direction of the Melbourne Resource Group Manager.

2.24. Manage some client contact on specific issues under the direction of the Melbourne Resource Group Manager.

3. Administration

3.1. Understands how the organisation is structured and who does what – knows whom to ask. Questions others regularly.

3.2. Conduct a range of administrative duties in connection with consulting projects.

4. Professional Development

4.1. Actively developing technical expertise in their specialty.

4.2. Takes responsibility for own professional development plan. Proactively seeks out and takes advantage of training and development opportunities, including opportunities to learn from others.

4.3. Seeks and is receptive to feedback, initiating positive changes where required.

4.4. Identifies and attends relevant training opportunities.

4.5. Is a member of at least two relevant professional associations to broaden networks.

4.6. Develops skills in identifying and assessing sites / issues of significance and determining recommendations or preparing management plans. Skilled in data collection and recording, map reading and use of GPS.

4.7. Develops field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design simple field surveys for the required level of effort, technique and method.

4.8. Develops skills in communication and consultation with relevant authorities, communities, clients, landowners, public etc in relation to own work.

4.9. Develops an understanding of the hearing processes and their legal and planning context, especially the impact this has on own projects.

4.10. Actively shares own specialist knowledge where requested.

4.11. Willingly makes themselves available to assist others.

4.12. Actively participates in mentoring plans, ensuring that offers of mentoring are followed through.

5. Other duties as required.