



Botanist

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 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 6824 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
- Environmental Impact Assessment
- flora & fauna survey and mapping
- impact minimisation and monitoring
- Environmental Planning
- Environmental Management
- park planning and benchmarking
- pest and threatened species management

Key Services Cultural.....

- Cultural Heritage Impact Assessment
- Heritage management plans

- impact minimisation and monitoring
- Complex archaeological, architectural and cultural landscape management
- Cultural site assessment
- Aboriginal research and consultation
- archaeological survey and excavation
- community consultation

BOTANIST - ROLES AND RESPONSIBILITIES

The Botanist is a developing technical expert at an early stage of their career who plays a role in the Natural Heritage Group in the Wollongong office. The Botanist reports to the Wollongong 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 Botanist must be prepared to travel throughout south-eastern Australia and may be absent from Wollongong for extended periods. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Wollongong Resource Group Manager in the running of the Wollongong office.

Key Responsibility Areas

Key responsibilities of the Botanist 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 on larger projects with higher levels of complexity;
 - 1.3. Provides ecological advice to our clients.
2. Marketing & 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 APS 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. Manages simple consulting projects (typically under \$10K) and develops project management competence.
- 1.2. Applies established, professional, technical disciplines under direction.
- 1.3. Makes project based decisions including those that require the application of established methods, systems and policies under direction.
- 1.4. Manages work requiring the performance and co-ordination of a group of integrated tasks within a project or activity.
- 1.5. Conducts field surveys.
- 1.6. Conducts inventories, significance assessments and management plans as required for natural heritage sites.
- 1.7. As a project team member, provides technical advice to project managers from both the Natural Heritage Group (NHG) and Cultural Heritage Group (CHG) as required.
- 1.8. Enters project data into computer databases and conducts and/or supervises analysis.
- 1.9. Provides technical advice to clients.
- 1.10. Participates in the preparation of technical reports on consulting projects within specific deadlines.
- 1.11. Maintains a good understanding of current legislation and how to apply it.
- 1.12. Seeks support, advice and counsel from others regularly and takes direction from others as a member of the project team.
- 1.13. Receives specific direction from others, as a member of the project team, without being closely supervised.
- 1.14. Instructs or assigns work to others for the levels of tasks they manage.

2. Marketing and Client Development

- 2.1. Prepares simple proposals in response to client briefs.

- 2.2. Contributes to more complex project proposals under the direction of senior staff.
- 2.3. Liaises regularly with clients, governmental agencies and staff of the Natural and Cultural Heritage groups of Biosis Research Pty. Ltd.
- 2.4. Manages personal marketing work to include market, working and buying platform actions.
- 2.5. Supports others implementing key marketing strategies.
- 2.6. Manages some client contact on specific issues under the direction of the Wollongong Resource Group Manager.
- 2.7. Reviews and responds to client satisfaction information for their work.
- 2.8. Works to develop client management skills.
3. Administration
 - 3.1. Develops an understanding of and utilises basic organisational policy and processes, including how the organisation is structured.
 - 3.2. Conducts a range of administrative duties in connection with consulting projects.
4. Profession Development
 - 4.1. Maintains a profile as a Botanist within the company as well as the professional community and works to develop a professional network.
5. Other duties as required.