



RESEARCH ASSISTANT - SYDNEY

Position Description – Key Responsibility Areas

The Research Assistant plays an important role in both the Natural and Cultural Heritage Teams in the Sydney office and reports to the Sydney Resource Group Manager.

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 Assist with background research for projects including the collation and summarisation of published and unpublished data;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.
 - 1.1.2. Main repositories of Cultural heritage information include NSW Department of Environment and Conservation Aboriginal Sites Data Base and Historic Site Register (AHIMS), The NSW Heritage Office, State Library of NSW, and university libraries.
- 1.2. Assist with the preparation for field surveys;
- 1.3. Assist with the organisation of and data collection during field surveys;
- 1.4. Strong skills in research and report production processes as well as general consultant support.
- 1.5. Develops skills in technical report writing for their own specialist area. Reports will require editing and technical correction.
- 1.6. Develops an understanding of the relevant regulatory requirements and understands ramifications for own work.
- 1.7. Ensures all work, especially client documents, is completed to a high standard and checked prior to submission or review.

2. Marketing and Client Development

- 2.1. Assist with the preparation of proposals in response to client briefs.
- 2.2. Identifies opportunities to develop and actively build positive working relationships with clients and relevant professional bodies and communities.
- 2.3. Communicates clearly and concisely both orally and in writing.
- 2.4. Identifies both internal and external client issues and works cooperatively to resolve these, seeking support where necessary.
- 2.5. Supports own internal clients contributing to the 'single Biosis Research team' approach.
- 2.6. Supports other team members with their marketing activities, generating information as required.
- 2.7. Presents a positive, professional image of self and Biosis Research in all dealings with external parties.

3. Assist with a range of administrative duties, including those connected to consulting projects

4. Professional Development

- 4.1. Develops an understanding of the variety of work performed at Biosis Research as well as having skills in their own area of specialty
- 4.2. Develops field skills in own specialist areas, may assist other consultants in the field including processing field data records as required
- 4.3. Regularly and actively communicates with peers, seeking support where required.
- 4.4. Takes responsibility for own professional development plan. Proactively seeks out and takes advantage of training and development opportunities, including opportunities to learn from others.
- 4.5. Seeks and is receptive to feedback, initiating positive changes where required.
- 4.6. Willingly makes themselves available to assist others.

5. Other duties as required by the Sydney Resource Group Manager