



POSITION DESCRIPTION CONSULTANT BOTANIST (SYDNEY)

Role Summary

The Consultant Botanist is a project manager and consolidating technical expert who plays a role in the Natural Heritage Group in the Sydney office. The Consultant Botanist reports to the Sydney Resource Group Manager and is expected to accomplish both project and administrative work. The consultant will play an active role in project work through participation in project teams, project management, field-work, and client liaison. Independence is encouraged, though regularly seeking support and advice is an expected part of the role. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Sydney Resource Group Manager.

Key Responsibility Areas

Key responsibilities of the Consultant Botanist will comprise:

1. Chargeable Project Work;
 - 1.1. Participates in, conducts and manages less complex consulting projects;
 - 1.2. Participates as a team member conducting field surveys, analysis and reporting as required by the project manager;
 - 1.3. Provides botanical advice to our clients.
2. Marketing and Client Relationship Management;
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 tasks 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 Related

- 1.1. Maintain solid 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.
- 1.2. Maintain solid field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design less complex field surveys for the required level of effort, technique and method.
- 1.3. Communicate and consult confidently with relevant authorities, communities, clients, landowners, public etc in relation to all project issues.
- 1.4. Solid skills in writing a number of different types of technical reports. Reports require only minor editing. Assist others with less complex reports.
- 1.5. Utilise project management skills for projects typically up to \$30k. Projects tend to be relatively straightforward and the need for creative solutions is limited and project outcomes are less contentious.
- 1.6. Deliver projects on time, within budget and to the client's requirements meeting Biosis Research's high standards.
- 1.7. Invoicing and project finalisation completed promptly.
- 1.8. Understand how to set budgets for less complex projects and communicate this to other team members. Manage to budgets for own projects. Understand how to manage variations. Obtain prior approval from manager for unavoidable budget overruns and work to new budgets.
- 1.9. Understand the regulatory requirements, their impact on our work, and be able to explain and interpret key sections for existing clients.
- 1.10. Proactively seek out explanations or clarifications to existing regulatory requirements and share this information with other members of the team.
- 1.11. Ensure all work, especially client documents, are completed to a high standard and check prior to submission or review.
- 1.12. Conduct reviews for smaller non-contentious client documents (e.g. budgets, proposals, draft and final reports, letters etc.). Provide constructive feedback to the individual and their manager where required.
- 1.13. Effectively manage resources, both people and equipment, delegating and assigning work appropriately. Resourcing conflicts to be raised with other project managers and their manager as required.
- 1.14. Understand and implement the most appropriate method to achieve project goals.
- 1.15. May contribute to the development of new methods with other Biosis Research consultants.
- 1.16. Understand Biosis Research policies and procedures and implement these for own projects. Assist others to understand and implement the policies and procedures.

Identify and make recommendations for changes to policies and procedures as required. Adhere to all administrative requirements.

- 1.17. Understand how the organisation is structured and who does what – know whom to ask. Question others regularly.
 - 1.18. Work well in teams and be supportive of project managers, and take part in a positive team environment.
 - 1.19. On own projects, effectively manage the team and ensure all work is completed to a high standard.
 - 1.20. Develop an understanding of team skills and capabilities and allocate these appropriately to own projects, in discussions with their manager as required.
 - 1.21. Be polite, supportive and considerate of others (particularly other employees, subconsultants, clients, aboriginal representatives, etc).
 - 1.22. Receptive to requests for project related development opportunities for others within own projects.
 - 1.23. Demonstrate that the relationship with both internal and external clients is valued.
2. Marketing and Client Relationship Management
- 2.1. Explain the Biosis Research methods and set the standard for the client.
 - 2.2. Seek out opportunities to establish, develop and actively maintain positive working relationships with clients, communities, and relevant professional bodies.
 - 2.3. Regularly and actively communicate with peers, seeking support and advice where required. Proactively arrange for / attend specialist group meetings for technical, project and commercial / client issues.
 - 2.4. Communicate clearly, convincingly and concisely both orally and in writing.
 - 2.5. Explain moderately complex technical concepts clearly with minimal jargon.
 - 2.6. Employ effective listening skills, understanding requirements fully.
 - 2.7. Maintain and promote the social and ethical values of Biosis Research while conducting internal and external business activities.
 - 2.8. Proactively provide constructive feedback to individuals, the project team, and to their manager as required. Assist others to learn through this process.
 - 2.9. Develop and maintain effective working relationships with all types of clients (government, developers and private clients), including keeping in touch with the client when not doing project work.
 - 2.10. Proactively work towards becoming the 'consultant of choice' for repeated work for some clients.

- 2.11. Maintain regular communication with current and established clients and proactively keep them informed on proposal / project / report status, including attending meetings as required.
 - 2.12. Proactively identify client issues on own projects and actively seek to resolve these seeking support where necessary. Proactively assist others in the team to resolve client issues.
 - 2.13. Maintain the 'single Biosis Research team' approach by working cooperatively with own internal support services.
 - 2.14. Build a wider knowledge of the client's business and competitive environment and its impact on own projects. Respects the client's perspective.
 - 2.15. For own projects, maintain client information, sharing such information with their manager and Biosis Research where applicable.
 - 2.16. Take on the educator role to help clients understand the environment in which we operate both legislative and ethically.
 - 2.17. Seek feedback from clients for own projects and share this information with the team and their manager. Discuss negative feedback with their manager, suggesting and implementing constructive solutions where applicable.
 - 2.18. Review and respond to formal client feedback requests from their manager in a timely manner taking action where required.
 - 2.19. Develop an understanding of and be supportive of the Biosis Research marketing terminology and methodology.
 - 2.20. Understand the range of services provided by Biosis Research and identify actions and opportunities to promote these services to existing clients.
 - 2.21. Actively follow up all proposals with clients and update information in the database.
 - 2.22. Proactively follow up past projects with clients, using the opportunity to seek feedback and identify any other areas where we may be able to assist.
 - 2.23. Conduct own and support other team members with their marketing activities and develop an understanding of what's involved.
 - 2.24. Proactively identify opportunities to meet with new and existing clients, leading such meetings where applicable.
 - 2.25. Participate in market and business activities both within and external to Biosis Research, presenting a positive, professional image of self and Biosis Research where required.
3. Assist with a range of administrative duties, including those connected to consulting projects
 4. Professional Development
 - 4.1. Maintain strong technical expertise in their area of speciality.

- 4.2. Develop skills and confidence in the hearing processes and their legal and planning context. Some involvement in the preparation of documents or other information. May attend some statutory hearings with more experienced team members to gain an understanding of the processes involved.
 - 4.3. Understand current best practice in their specialist area, ensuring that this is maintained on all projects.
 - 4.4. Is an active member of at least two relevant professional committees to broaden network. May be an active member of relevant professional committees to broaden networks.
 - 4.5. Take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
 - 4.6. Identify, attend and/or sometimes present at training opportunities including seminars/ workshops / conferences.
 - 4.7. Seek and be receptive to feedback, initiating positive changes where required.
 - 4.8. Where appropriate, proactively communicate team member strengths and development needs to their manager.
 - 4.9. Regularly offer support and direction to the project team, especially in relation to own area of specialty.
 - 4.10. Willingly available to assist others.
 - 4.11. Actively participate in mentoring plans, including accepting responsibility for sections of the learning process.
5. Other duties as required