ENVIRONMENTAL PLANNER - ROLES AND RESPONSIBILITIES

The Environmental Planner is a project manager and consolidating technical expert who plays a role in the Melbourne, Ballarat and Wangaratta offices. The Environmental Planner will work within the environmental approvals team and reports to the Melbourne Resource Group Manager and is expected to accomplish both project and administrative work. They will play a key role in managing large and complex projects; and developing, leading and maintaining client relationships. They will also contribute to project work across Biosis' heritage, ecology and environmental approvals teams through participation in project teams, project management, and client liaison. Independence is encouraged, though work as part of a team, 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 Melbourne Resource Group Manager.

Key Responsibility Areas

Key responsibilities of the Environmental Planner comprise:

1. Chargeable Project Work;
   1.1. Participates in, conducts and manages more complex consulting projects;
   1.2. Participates as a team member completing planning aspects, analysis and reporting as required by the project manager;
   1.3. Provides planning and environmental approvals advice to our clients.
2. Marketing and Client Relationship 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 productivity targets; and, b) meeting project budgets.
- **as regular daily or weekly tasks**: a) timesheets (submitted to administration and entered into the APS by noon on Monday every week); b) active participation in the timetabling process; c) recording your daily whereabouts in IPFX for Outlook 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).

Duties supporting the Melbourne Resource Group Manager and other senior consultants as required, including:

1. Project Related
   1.1. Understand the application of the Planning and Environment Act 1987, the Victoria Planning Provisions and more specifically Victorian legislation, policies, procedures and guidelines as they relate to ecology, heritage and Biosis. Skilled in preparing
written reports, conditions and make recommendations on statutory matters for consideration by Biosis clients.

1.2. Developed skills in managing a number of planning permit applications and planning scheme amendments and assessing promptly and providing advice for Biosis projects as they relate to the Planning Scheme, Planning and Environment Act 1987, Subdivision Act 1988 and other Victorian Legislation as required including the Environment Effects Act, Water Act, Aboriginal Heritage Act, EPBC Act, Mineral Resources (Sustainable Development) Act.

1.3. Demonstrate strong communication and consultation skills with relevant authorities, communities, clients, landowners, public etc in relation to all project issues. Able to assist other team members in dealing with less complex issues.

1.4. Developed skills in writing all different types of technical reports. Reports may require some editing and technical correction.

1.5. Developed project management skills on well established projects with clear methodologies and tasks.

1.6. Deliver projects on time, within budget and to the client's requirements meeting Biosis' high standards. Assist others to maintain these high standards.

1.7. Invoices and project finalisation to be completed promptly.

1.8. Develop skills in setting budgets. Manage budgets for own projects and communicate this to other team members. Develop skills in managing variations informing their manager as required. Proactively discuss potential and actual budget overruns with their manager.

1.9. Understand the regulatory requirements, their impact on our work, and regularly explain and interpret key sections for both new and existing clients assisting them through the process. May assist other team members in understanding these requirements.

1.10. Proactively seek out explanations or clarifications to existing regulatory requirements and share this information with other members of the team.

1.11. On own projects, develop skills to effectively manage the team and ensure all work is completed to a high standard.

1.12. Effectively manage resources, both people and equipment, delegating and assigning work appropriately. Resourcing conflicts are resolved or raised with their manager as required.

1.13. Understand the current best practice in their specialist area, ensuring that this is maintained on all projects. In addition keeps up to date with best practice and assist others to maintain this standard.

1.14. Understand and implement the most appropriate method to achieve project goals. Consider alternative solutions where applicable.

1.15. Understand Biosis policies and procedures and implement these for own projects. Adhere to all administrative requirements.

1.16. Understand how the organisation is structured and who does what – know whom to ask. Question others regularly.

1.17. Work well in teams and be supportive of project managers. Play an active part of a positive team environment, and contribute to building that team.
1.18. On own projects, effectively manage the team and ensure all work is completed to a high standard. Recognise the importance of working with other specialist groups.

1.19. Polite, supportive and considerate of others (particularly other employees, subconsultants, clients, aboriginal representatives, etc.).

1.20. Demonstrate that the relationship with both internal and external clients is valued.

2. Marketing and Client Relationship Management

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

2.2. Regularly and actively communicate with peers, seeking support where required. Attend specialist group meetings as required.

2.3. Communicate clearly, convincingly and concisely both orally and in writing.

2.4. Explain technical concepts clearly with minimal jargon.

2.5. Employ effective listening skills, understanding requirements fully.

2.6. Maintain and promote the social and ethical values of Biosis while conducting internal and external business activities.

2.7. Proactively provide constructive feedback on individual issues and projects to their manager as required.

2.8. Proactively build effective working relationships with a range of clients and establish professional standing with clients on own projects.

2.9. Work towards becoming the ‘consultant of choice’ for repeated work for a few clients.

2.10. Establish and maintain regular communications with current clients and proactively keep them informed on proposal / project / report status.

2.11. Identify client issues on own projects and actively seek to resolve these, seeking support where necessary.

2.12. Maintain the ‘single Biosis team’ approach by working cooperatively with own internal support services.

2.13. Develop knowledge of the client's business and competitive environments and its impact on own projects. Respects the client's perspective.

2.14. Assist others on the team to obtain or maintain client information, sharing such information with their manager and Biosis where applicable.

2.15. Develop the ability to take on the educator role to help clients understand the environment in which we operate both legislative and ethically.

2.16. Seek feedback from clients for own projects and share this information with the team and their manager. Discusses negative feedback with their manager, suggesting constructive solutions where applicable.

2.17. Review and respond to formal client feedback requests from their manager in a timely manner taking action where required.

2.18. Develop an understanding of and be supportive of the Biosis marketing terminology and methodology.
2.19. Understand the range of services provided by Biosis and be able to identify opportunities to promote these services to existing clients.

2.20. Actively follow up all proposals with clients and update information in the database.

2.21. Follow up past projects with clients, ensuring their requirements are met.

2.22. Support other team members with their marketing activities and develop an understanding of what's involved.

2.23. Seek opportunities with other team members to meet with new and existing clients where applicable.

2.24. Participate in market and business activities both within and external to Biosis, presenting a positive, professional image of self and Biosis.

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

4. Professional Development

   4.1. Work to develop technical expertise in the discipline.

   4.2. Develop skills and confidence in the hearing processes and their legal and planning context. Develop skills in appearing before less complex statutory hearings.

   4.3. An active member of relevant professional committees to broaden networks.

   4.4. Take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others. Identify and communicate opportunities for others.

   4.5. Identify, attend and/or sometimes present at training opportunities including seminars/ workshops / conferences.

   4.6. Seek and be receptive to feedback, initiating positive changes where required.

   4.7. Seek and offer support and direction to the project team, especially to new team members.

   4.8. Willingly makes themselves available to assist others.

   4.9. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.

5. Other duties as required.