

### Duties of the Role

#### GRADUATE ENVIRONMENTAL PLANNER - ROLES AND RESPONSIBILITIES

The Graduate Environmental Planner is a developing technical professional in the early stages of their career, typically a recent university graduate who studied a planning or equivalent discipline. The role requires the Graduate Environmental Planner to learn from senior environmental planning team members in order to become an effective member of the team, develop project management skills, and provide planning support to the heritage, ecology, and GIS teams. The Graduate Environmental Planner works in the environmental planning team, reporting to the Environmental Planning Coordinator and the Executive Director. They are guided by senior team members to accomplish both project and administrative tasks within allocated timelines and expected to actively seek mentoring and advice when needed, to develop their knowledge of project management and processes. Administrative duties include those incorporated as part of project work, as well as additional duties as required by senior team members and the team leader.

#### Key Responsibility Areas

Key responsibilities of the Graduate Environmental Planner comprise:

1. Chargeable Project Work
  - 1.1. Participates in and manages minor 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. Sales and Client Relationship Development
  - 2.1. Build, manage, and maintain internal relationships
  - 2.2. Develop an understanding of the services Biosis provides.
3. Project management
  - 3.1. Understand the project management process at Biosis
  - 3.2. Manage own time and adhere to deadlines
4. Professional Development
  - 4.1. Work with the team leader and take an active role in own 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 as determined each year by your team leader.
- as regular daily or weekly tasks: **a)** timesheets (submitted to administration and entered into the Biosis APS Database by noon on Monday every week); **b)** active participation in the timetabling process; **c)** recording your daily whereabouts in "Outlook IPFX"; and, **d)** invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your team leader/manager).

#### 1. Chargeable Project Work

- 1.1. Understand the range of services provided by Biosis and our role within a project.
- 1.2. 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 planning, ecology, heritage and Biosis. Skilled in preparing written reports, conditions and making recommendations on statutory or strategic planning matters for consideration by Biosis clients.
- 1.3. Developing skills in planning scheme amendments and other environmental approvals. Promptly assess and provide advice for Biosis projects and clients as they relate to the Planning Scheme, *Planning and Environment Act 1987*, *Subdivision Act 1988* and other Victorian Legislation as required including (but not limited to) the *Environment Effects Act*, *Water Act*, *Aboriginal Heritage Act*, *Heritage Act*, *EPBC Act*, and *Mineral Resources (Sustainable Development) Act*.
- 1.4. Develop strong communication and consultation skills with relevant stakeholders' project issues. Able to assist other team members in dealing with less complex issues.
- 1.5. Developing skills in writing different types of technical reports. Reports may require some editing and technical correction.
- 1.6. Developing project management skills on well-established projects with clear methodologies and tasks.
- 1.7. Develop understanding of how budgets are set and manage for projects as well as methods for identifying potential and actual budget overruns, perusing variations.
- 1.8. Develop understanding of regulatory requirements, the impacts on our work and explain/interpret key sections other teams.
- 1.9. On own projects, develop skills to effectively manage the project components and ensure all work is completed to a high standard.
- 1.10. Understands and keep up to date with current best practice.
- 1.11. Understand and implement the most appropriate method to achieve project goals. Consider alternative solutions where applicable.
- 1.12. 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.
- 1.13. Be polite, supportive, and considerate of others (particularly other employees, sub-consultants, clients, aboriginal representatives, etc.).

- 1.14. Demonstrate that the relationship with internal clients is valued.
2. Sales and Client Relationship Management
  - 2.1. Develop understanding of the range of services provided by Biosis.
  - 2.2. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
  - 2.3. Communicate clearly, convincingly and concisely both orally and in writing to explain technical concepts with minimal jargon.
  - 2.4. Work towards becoming the 'consultant of choice' for repeated work for a few clients.
  - 2.5. Maintain regular communications with team members, internal clients and project managers and proactively keep them informed on proposal/project/report status.
  - 2.6. Seek feedback from senior team members for own work, discusses feedback with their team leader, suggesting constructive solutions where applicable.
  - 2.7. Develop an understanding of and be supportive of the Biosis marketing terminology and methodology.
  - 2.8. Actively follow up all proposals with senior team members and update information in the database.
  - 2.9. Follow up finalised projects with senior team members, ensuring the client requirements are met.
  - 2.10. Support other team members with their marketing activities and develop an understanding of what is involved.
  - 2.11. Seek opportunities with other team members to meet with new and existing clients where applicable.
3. Project Management
  - 3.1. Understand the project management process at Biosis.
  - 3.2. Manage own time and adhere to deadlines, deliver outputs on time, within budget and to the requirements, meeting Biosis' high standards
  - 3.3. Developed project management skills on established projects with clear methodologies and tasks with guidance from senior team members.
  - 3.4. Understand Biosis policies and procedures, implement these for own work. Adhere to all administrative requirements.
  - 3.5. Adhere to budgets for own work set by senior team members. Proactively discuss potential budget overruns, develop skills in identifying variations, informing senior team members as required.
  - 3.6. Effectively manage own time ensuring conflicts are identified with their team leader as required.
  - 3.7. Identify issues on own work and actively seek support to resolve.
4. Professional Development
  - 4.1. Work to develop technical expertise in the environmental planning discipline.

- 4.2. Develop understanding of the hearing processes and their legal and planning context.
  - 4.3. Working with a mentor to take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
  - 4.4. Attend training opportunities including seminars, workshops, and conferences.
  - 4.5. Seek and be receptive to feedback, initiating positive changes where required.
  - 4.6. Willingly makes themselves available to assist others.
  - 4.7. Actively participate in mentoring plans and ensuring that offers of mentoring are followed through.
5. Other Duties as Required