

PROJECT BOTANIST - ROLES AND RESPONSIBILITIES

The Project Botanist is a developing technical expert at the early stage of their career who contributes to the Victorian ecology group. The Project Botanist reports to the Team Leader – Botany (Victoria) 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 and field-work. The Project Botanist must be prepared to travel throughout south-eastern Australia and may be absent from their regular office for extended periods. They will perform additional duties as required by the Manager – Ecology (Victoria) and the Team Leader – Botany (Victoria).

Key Responsibility Areas

Key responsibilities of the Project 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; and
 - 1.3. Provides ecological advice to our clients.
2. Sales 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 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. Project Related

- 1.1. Continue to develop field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design standard field surveys for the required level of effort, technique and method.
- 1.2. Continue to develop skills in communication and consultation with relevant authorities, communities, clients, landowners, public etc. in relation to own projects.
- 1.3. Develop skills in technical report writing, and understand the different types of reports required. Reports may require some editing and technical correction.
- 1.4. Deliver projects on time, within budget and meeting the client's requirements. Develop an understanding of and implementing Biosis' high standards.
- 1.5. Maintain awareness of new or updated regulatory requirements.
- 1.6. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- 1.7. Understand and implement the most appropriate method to achieve project goals.
- 1.8. Understand Biosis policies and procedures and implement these for own projects. Adhere to all administrative requirements.
- 1.9. Build knowledge of how the organisation is structured and who does what – know whom to ask. Question others regularly.
- 1.10. Work well in teams and be supportive of project managers.
- 1.11. Be polite, supportive and considerate of others (particularly other employees, sub consultants, clients, aboriginal representatives, etc.).
- 1.12. Demonstrate that the relationship with both internal and external clients is valued.

2. Sales 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 and 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 sales 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 sales 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. Continue to develop technical expertise in their area of speciality.
 - 4.3. Continue to develop 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.
 - 4.4. Develop an understanding of the hearing processes and their legal and planning context, especially the impact this has on own projects. May attend some statutory hearings with more experienced team members to gain an understanding of the processes involved.
 - 4.5. Develop an understanding of current best practice in their specialist area, ensuring that this is maintained on all projects.
 - 4.6. Be a member of at least two relevant professional associations to broaden networks.
 - 4.7. Take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
 - 4.8. Identify and attend relevant training opportunities including seminars/ workshops / conferences.
 - 4.9. Seek and be receptive to feedback, initiating positive changes where required.
 - 4.10. Seek and offer support and direction to the project team, especially to new team members.
 - 4.11. Willingly makes themselves available to assist others.
 - 4.12. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
- 5. Other Duties as Required