

**Duties of the Position****RESEARCH ASSISTANT - ECOLOGY - ROLES AND RESPONSIBILITIES**

The Research Assistant – Ecology is a developing technical expert at the early stage of their career who supports the Victorian ecology team. The Research Assistant - Ecology reports to the Team Leader – Botany/Zoology (VIC) and the Manager – Ecology (VIC). Duties include assisting staff with the preparation for and conduct of botanical and zoological field surveys; undertaking logistical planning for the ecology team, coordinating equipment and vehicles, and responsibilities as directed by the Team Leader – Botany/Zoology (VIC) and the Manager – Ecology (VIC).

**Key Responsibility Areas**

Key responsibilities (in order of priority) of the Research Assistant - Ecology will comprise:

1. Chargeable Project Work
  - 1.1. Conduct background research and assist in the preparation for projects including summarising research findings;
  - 1.2. Assist in field data collation and analysis;
  - 1.3. Assist in the writing and production of technical consulting reports on ecology projects;
  - 1.4. Assist in the preparation for ecology field surveys as required;
  - 1.5. Assist with field work.
2. Sales and Client Relationship Management
  - 2.1. Assist with proposal writing;
  - 2.2. Support others in implementing sales actions while being involved in an appropriate level of personal sales work.
3. Administration
  - 3.1. Conduct planning and organisational tasks in order to coordinate the work of others
  - 3.2. Develop and maintain internal research systems.
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/manager.*
- ❖ *as regular daily or weekly tasks: a) timesheets (submitted to administration and entered into APS by noon on Monday every week); b) active participation in the timetabling process; c) recording your daily whereabouts in your Outlook Calendar or 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 team leader/manager).*

#### 1. Project Related

- 1.1. Developing skills in data collection and recording, map reading and use of GPS.
- 1.2. Develop field skills in observation, identification, monitoring and analysis.
- 1.3. Develop skills in communication and consultation with relevant authorities, communities, clients, landowners, public etc. in relation to own work.
- 1.4. Develop skills in technical report writing.
- 1.5. Manage own work to budgets and guidelines set.
- 1.6. Develop an understanding of the relevant/updated regulatory requirements and understand ramifications for own work.
- 1.7. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- 1.8. Proactively participate in the timetabling process and booking of resources.
- 1.9. Develop an understanding of the most appropriate method to achieve project goals.
- 1.10. Develop an understanding of Biosis policies and adhere to all administrative requirements.
- 1.11. Build knowledge of how the organisation is structured and who does what – knows whom to ask. Questions others regularly.
- 1.12. Work well in teams and is supportive of the project managers.
- 1.13. Be polite, supportive and considerate of others (particularly other employees, sub consultants, clients, aboriginal representatives etc.).

#### 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. Attend internal specialist group meetings as required.
- 2.3. Communicate clearly and concisely both orally and in writing.
- 2.4. Work towards explaining technical concepts clearly with minimal jargon.
- 2.5. Employ effective listening skills, understanding requirements fully.
- 2.6. Understand and promote the social and ethical values of Biosis while conducting internal and external business activities.
- 2.7. Proactively provide constructive feedback to their manager as required.
- 2.8. Develop and maintain effective working relationships with internal clients.
- 2.9. Develop communication abilities with internal clients.
- 2.10. Build ability to identify internal client issues on own projects and actively seeks to resolve these, seeking support where necessary.
- 2.11. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
- 2.12. Develop an awareness of the type of internal clients and their business environment. Respect the client's perspective.
- 2.13. Where applicable share client information with the team, their manager and Biosis.
- 2.14. Support other team members with their sales activities, generating information as required.
- 2.15. Present a positive, professional image of self and Biosis in all dealings with external parties.
3. Assist with a range of administrative duties, including those connected to consulting projects
  - 3.1. Organisation and preparation of field maps for the ecology team.
  - 3.2. Support the ecology team with logistics and resourcing for field work (particularly timetabling and scheduling of casuals).
  - 3.3. Liaise with technical assistants to ensure that the appropriate equipment and vehicles are booked for fieldwork.
4. Professional Development
  - 4.1. Actively develop technical expertise in their specialty area.

- 4.2. Take responsibility for own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
- 4.3. Seek and be receptive to feedback, initiating positive changes where required.
- 4.4. Actively share own specialist knowledge where requested.
- 4.5. Willingly make themselves available to assist others, particularly with training of new staff in the role.
- 4.6. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
- 5. Other duties as required