

Duties of the Position

ZOOLOGIST - ROLES AND RESPONSIBILITIES

The Zoologist is a developing technical expert at the early stage of their career who plays a role in the NSW ecology team. The Zoologist reports to the Team Leader – Ecology (NSW) 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, field-work, and client liaison. The Zoologist must be prepared to travel throughout south-eastern Australia and may be absent from their base office for extended periods. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Team Leader – Ecology (NSW).

Key Responsibility Areas

Key responsibilities of the Zoologist 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 zoological 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: a) meeting productivity targets and b) meeting project budgets*
- ❖ *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 "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).*

Duties supporting the team leader/manager and other senior consultants as required, including;

1. Project Related

- 1.1. 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.
- 1.2. Develop field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design simple field surveys for the required level of effort, technique and method.
- 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 for their own specialist area. Reports will require editing and technical correction.
- 1.5. Manage own work to budgets and guidelines set.
- 1.6. Develop an understanding of the relevant regulatory requirements and understand ramifications for own work.
- 1.7. Develop an awareness of new or updated regulatory requirements.
- 1.8. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- 1.9. Proactively participate in the timetabling process and booking of resources.
- 1.10. Develop an understanding of the most appropriate method to achieve project goals.
- 1.11. Develop an understanding of Biosis policies and procedures and implementing these for own projects. Adhere to all administrative requirements.
- 1.12. Understand how the organisation is structured and who does what – knows whom to ask. Questions others regularly.
- 1.13. Work well in teams and is supportive of the project managers.
- 1.14. Be polite, supportive and considerate of others (particularly other employees, sub consultants, clients, aboriginal representatives, etc).

1.15. 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 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 both internal and external clients.

2.9. Develop communication abilities with internal and external clients.

2.10. Build ability to identify 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 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. Seek feedback from clients for own work and share this information with their manager. Actively follow up negative feedback in a constructive manner.

2.15. Understand the key terminology of the Biosis Sales terminology and methodology.

2.16. Develop an understanding of all services offered by Biosis and when they are required.

2.17. Support other team members with their sales activities, generating information as required.

2.18. 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

4. Professional Development

- 4.1. Develop an understanding of the hearing processes and their legal and planning context, especially the impact this has on own projects.
 - 4.2. Develop an understanding of current best practice in their specialist area.
 - 4.3. Actively develop technical expertise in their specialty area.
 - 4.4. A member of at least one relevant professional association 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 and attend relevant training opportunities.
 - 4.7. Seek and be receptive to feedback, initiating positive changes where required.
 - 4.8. Actively share own specialist knowledge where requested.
 - 4.9. Willingly make themselves available to assist others.
 - 4.10. Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
5. Other Duties as Required