



Position Description

Our Vision

To be a leading multinational consultant and preferred partner in asset development and asset management

Our Mission

We work closely with an increasingly diversified range of clients to help visualise and achieve their goals with commitment, integrity and innovation

We value our people and provide a working environment which challenges them to develop their full potential

We are committed to enhancing our shareholders' value

Our Values

Strong client relationships

Excellent service delivery

Respect for and sharing of knowledge

Developing our people to their full potential

Urgency through empowerment

Sharing and enjoying success

Position:	Team Leader and Principal Environmental Consultant
Location:	Chatswood
Reports to:	National Environmental Manager
Progression Level:	6
Purpose:	To grow and provide leadership to the environmental team, develop markets, maintain client relationships, create revenue and ensure project delivery.

Key Results Area

1. Leadership

- Participate in the development of the Environmental strategic plan;
- Implement the strategic plan within the NSW/ACT operations;
- Motivate and guide team members to achieve their best in terms of technical delivery, business development and project management;
- Focus on 'best for project' when selecting project teams regardless of location of people;
- Mentor and coach relevant team members;
- Lead by example by developing strong client relationships and meeting commitments to our clients.

2. Business Development

- Develop, implement and review the business development plans.
- Co-ordinate and / or overview bid no go / go's (within delegation limits).
- Ensure account management plans are in place for key clients;
- Resolve client management issues where required;

- Conduct, coordinate and hold team accountable for business development activity;
- Develop and maintain a professional profile with key clients and the planning community generally;
- Undertake an active role in client care;
- Identify market opportunities and undertake marketing initiatives, to fully exploit the resources and special skills of the group, and help develop and promote new, innovative, environmental services to both internal and external clients.

3. Technical

- Lead projects and participate on a technical level as required;
- Have billable hours of 40-50%;
- Project Director where delegations permit;
- Complete projects and tasks in accordance with project brief;
- Complete projects and tasks in accordance with agreed budgets and all aspects of the quality system;
- Preparation of expressions of interest, project proposals and fee estimates;
- Preparation of environmental impact assessments / related environmental and planning documents;
- Community engagement;
- Formulate advice to clients on plans and policies;
- Feasibility studies;
- Preparation of policy documents and related reports;
- Preparation of submissions;
- Expert evidence and advice to local authority hearings;
- Promotion of best practice within the group and individual projects;
- Provide technical review of team members work as necessary;
- Other work as agreed with Manager.

4. Operational

- Workload management including cross collaboration of work between offices and States;
- Liaising and being accountable for the relationship with the local Business Managers. This includes prospect tracking and business development with the local businesses;
- Minor trouble shooting;
- Approval of timesheets and leave of direct reports;
- Formal monthly reporting– on QA, staff issues, workload, bids, other issues, forecasting.
- Inputs into business planning as required by Manager;
- Conduct Performance Reviews / objective setting for direct reporting staff.

5. Functional Relationships

Internal

- Business Manager
- Sector Leaders
- Work Group Managers
- Team Members

External

- Clients
- Professional Associations

6. Direct Reports

- Currently 1. Will grow as team and workload increases.

7. Financial Delegation

- Level 4 under Opus Way

8. Person Specification

Qualifications

- A tertiary qualification in environmental science / planning/ landscape architecture / environmental services or equivalent;

Experience

- Minimum of 10 years professional experience as an Environmental / Planning professional;
- Good knowledge of the relevant Acts, legislation and practices in NSW/ ACT and relevant Commonwealth legislation;
- Experience in the NSW market preferably in infrastructure projects.

Skills/Knowledge/Behaviours

- Demonstrated experience in leading teams and developing business to improve our revenue;
- Ability to work effectively and competently with people at all levels in the organisation; is a great team member;
- Excellent written and oral communication skills;
- Good computer skills with knowledge of relevant analysis and management tools, and an ability to learn and apply new tools;
- An ability to cope with urgency, pressure of work and the assignment of work priorities;
- A preparedness to develop and apply skills outside of our core competency to assist other teams, and to achieve and enhance the overall business goals;
- A commitment to live up to and apply Opus' core values;
- An acceptance of the need to assist with all range of tasks and activities to ensure the achievement of project and submission deadlines;
- Contribute on an on-going basis toward maintaining a safe working environment both for yourself and for those working with you or in your close vicinity;
- Ability to work to deadlines and see tasks through to completion.

Personal Qualities

- Excellent interpersonal skills which will enable effective participation in, or leadership of, project and business wide teams;
- Adaptable and able to think outside the square;
- Ability to work autonomously.

Employee: _____



Name

Signature

Date

Employee Manager:

Name

Signature

Date

