

SENIOR BOTANIST - ROLES AND RESPONSIBILITIES

The Senior Botanist is a project manager and technical expert who plays a major role in the Melbourne office. The Senior Botanist reports to the Team Leader - Ecology 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. Independence is encouraged, though regularly seeking support and advice is an expected part of the role. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Team Leader – Ecology.

Key Responsibility Areas

Key responsibilities (in order of priority) of the Senior Botanist will comprise:

1. Chargeable Project Work;
 - 1.1. Plan, co-ordinate and conduct and manage more complex projects (value >\$50k);
 - 1.2. Complete ecological field surveys, analysis and reporting as required in connection with consulting projects;
 - 1.3. Provide ecological advice to our clients.
2. Sales and Client Relationship Development;
 - 2.1. Key relationship manager for key ecology clients;
 - 2.2. Maintain close contact with current client base; and,
 - 2.3. Identify and develop new industry contacts in targeted companies.
3. Administration;
4. Professional Development;
 - 4.1. Continue to be a consultant of choice for client questions on ecology through continued personal 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 direct line manager.*
- ❖ *as regular daily or weekly tasks: a) timesheets (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 resource group manager).*

1. Project Related

- 1.1. Maintain and improve strong expertise 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. Maintain and improve strong field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design highly complex field surveys for the required level of effort, technique and method. Recognised as the expert in their area of field skills.
- 1.3. Maintain and improve strong skills and confidence in communication and consultation with relevant authorities, communities, clients, landowners, public etc. in relation to all project issues, including complex and controversial issues. Able to assist other team members in dealing with more complex issues.
- 1.4. Maintain and improve strong skills in writing all different types of technical reports and proactively assist others to obtain such skills.
- 1.5. Regularly manage complex and contentious projects, typically over \$50k, demonstrating strong project management skills. Projects typically involve multidisciplinary teams. Assist others to learn how to manage such projects.
- 1.6. Deliver projects on time, within budget and meeting the client's requirements ensuring consistency with Biosis' high standards. Assist others to maintain these high standards.
- 1.7. Invoicing and project finalisation is completed promptly.
- 1.8. Maintain and improve strong skills in setting and managing budgets, particularly for large and / or complex projects. Ensure budgets are communicated to other team members. Strong skills in managing variations. Obtain prior approval from manager for unavoidable budget overruns and work to new budgets. Assist others in establishing reasonable and flexible budgets.
- 1.9. Appear before and is the first choice for statutory hearings. Understands and has strong skills and confidence in the hearing processes and their legal and planning context. Be the consultant of choice for attendance at hearings for clients and be regarded as an 'expert witness'.

- 1.10. Maintain a thorough understanding of the regulatory requirements, their impact on our work, and be able to explain this for both new and existing clients assisting them through the process. Assist other team members in understanding these requirements.
- 1.11. Assist other team members to understand and proactively seek out explanations or clarifications to existing regulatory requirements and share this information with other members of the team.
- 1.12. Proactively identify and action opportunities to input into the development of new or changes to existing regulatory requirements.
- 1.13. Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- 1.14. Actively manage the review process ensuring that all work is reviewed and conduct such reviews for larger or contentious client documents (e.g. budgets, proposals, draft and final reports, letters etc.). Provide constructive feedback to the individual and their manager where required.
- 1.15. Manage and champion the effective use of resources, delegating and assigning work appropriately, including proactively timetabling themselves and others and the booking of equipment. Resolve resourcing conflicts between own and others projects. Assist others to manage resources appropriately – lead by example.
- 1.16. Lead the way in setting and championing current best practice in their specialist area. Understand the impact this has on own and others projects.
- 1.17. Understand and assist others to understand the most appropriate methods to achieve project goals. Consider alternative solutions and think and act 'outside the square' where appropriate.
- 1.18. Either as a result of changes to the regulations or from knowledge of best practice, proactively identify opportunities and contribute to the development of new methods, sharing this with other specialists and their manager and implement as required.
- 1.19. Champion Biosis policies and procedures and implement these for own projects. Ensure policies and procedures are implemented on other's projects, assisting where required. Proactively identify and make recommendations for improvement or change to policies and procedures as required. Adhere to all administrative requirements.
- 1.20. Proactively raise, discuss, and resolve with manager conflicts between client demands and Biosis guidelines, methodologies, policies or procedures.
- 1.21. Understand how the organisation is structured and who does what – know whom to ask. Question others regularly.
- 1.22. Work well in teams and takes responsibility for building a positive team environment.
- 1.23. On own projects, effectively manage the team and ensure all work is completed to a high standard. Recognise the importance of working with other specialist groups, including those from other offices.

- 1.24. Understand team skills and capabilities and allocate these appropriately to own projects. Work with RGM and others to allocate appropriate resources.
 - 1.25. Be polite, supportive and considerate of others (particularly other employees, subconsultants, clients, aboriginal representatives, etc).
 - 1.26. Proactively identify and be receptive to requests for project related development opportunities of team members.
 - 1.27. Understand the capability of team members and actively work to identify and address their performance and development needs.
 - 1.28. Demonstrate that the relationship with both internal and external clients is valued.
2. Sales and Client Relationship Management
- 2.1. Convince the client to use the Biosis methods, especially in difficult situations, and set the standard for the client. Able to assist others in dealing with these situations.
 - 2.2. Seek out opportunities to establish, develop and actively maintain positive working relationships with clients, communities, the industry, and relevant professional bodies.
 - 2.3. Regularly and actively communicate with peers, especially peers in other offices. Seek support and advice where required. Identify issues, arrange / attend meetings and find solutions for technical, project and commercial / client issues.
 - 2.4. Communicate clearly, convincingly and concisely both orally and in writing.
 - 2.5. Explain complex technical concepts and issues clearly with minimal jargon.
 - 2.6. Employ effective listening skills, understanding requirements fully.
 - 2.7. Maintain and provide leadership and guidance in promoting social and ethical values of Biosis while conducting internal and external business activities.
 - 2.8. Proactively provide constructive feedback to individuals, the project team, and to their manager as required. Assist in the learning process to find solutions. Fully participate in requests for formal feedback.
 - 2.9. Maintain effective working relationships with all types of clients (government, developers and private clients) and manage a number of key relationships with clients including both existing and ongoing clients.
 - 2.10. In area of own expertise be the 'consultant of choice' for repeated work with an established loyal client base.
 - 2.11. Be the key contact for a number of key clients, being the primary point of contact and regularly updating client information in the Biosis database.
 - 2.12. Develop and continually improve business partnerships with clients including client decision makers. Is also included in client strategic decision-making.

- 2.13. Maintain regular communication with current, past and potential clients and proactively keep them informed on project status and other relevant matters (e.g. changes in legislation, new services offered by Biosis, etc.).
- 2.14. Problem-solve issues that arise with their clients, thinking 'outside the square' where required, working positively with the client where required. Proactively assist others in Biosis to resolve client issues.
- 2.15. Maintain the 'single Biosis team' approach by working cooperatively with own internal support services.
- 2.16. Understand and help others to obtain knowledge of the client's business and competitive environment and its impact on both projects and the organisation. Respects the client's perspective.
- 2.17. Proactively obtain, share and encourage others to maintain client information, sharing such information with their manager and Biosis where applicable.
- 2.18. Be requested by clients to provide the educator role to help them understand the environment in which we operate both legislative and ethically and assists others where applicable.
- 2.19. Actively seek feedback from clients and share this information with the team and their manager. Negative feedback is followed up in a constructive manner, suggesting and implementing solutions where applicable. Actively manage the feedback process and encourage others to do so as well.
- 2.20. Review and respond to formal client feedback requests from their manager in a timely manner taking action where required.
- 2.21. Support the Biosis sales terminology and methodology, and encourage others to use this methodology.
- 2.22. Understand and be able to differentiate the range of services provided by Biosis and identify actions and opportunities to promote these services to new and existing clients.
- 2.23. Actively follow up all proposals with clients and update information in the database.
- 2.24. Regularly contact clients regarding past projects, using this opportunity to seek feedback and identify any other areas where we may be able to assist.
- 2.25. Proactively identify opportunities to sell to new and existing clients, generate and execute plan in discussions with their manager. Actively encourage and include other team members in selling opportunities.
- 2.26. Identify opportunities to extend existing services into new areas and discuss this with their manager.
- 2.27. Proactively identify opportunities to meet with new and existing clients, leading such meetings and including other team members where applicable.

- 2.28. Drive opportunities for and participate in sales 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. Maintain and improve their level as the technical expert in their area of specialty.
 - 4.2. Take on senior roles and drive awareness of issues and participate in finding solutions with relevant professional committees.
 - 4.3. Take responsibility for own professional development plan. Encourage and offer help to others to develop their training and development plans. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
 - 4.4. Identify, attend and /or regularly present at training opportunities including seminars/ workshops / conferences.
 - 4.5. Seek and be receptive to feedback, initiating positive changes where required.
 - 4.6. Proactively communicate team member strengths and development needs to the individual and their manager.
 - 4.7. Encourage development of team members through discussing development needs with them and their manager. Proactively identify such development opportunities.
 - 4.8. Regularly offer support and direction to the project team, especially in relation to new, complex or ambiguous issues. Focus on areas where team members may be struggling and assist them to learn.
 - 4.9. Willingly make themselves available to assist others and lead by example, encouraging others to do so as well.
 - 4.10. Actively participate in mentoring plans, including accepting responsibility for the team member and ensuring that time is spent assisting them to “come up to speed” and long term development opportunities are identified and followed through.
5. Other duties as required