

## POSITION DESCRIPTION – Senior Environmental Consultant

**Employment Type:** Contract for 24 months with option for renewal dependant on funding

**Direct reports:** The directors, Andy Welling and Josie Kelman

**Job Purpose:**

To undertake work on a variety of projects in the fields of ecology, planning and conservation assessment.

**Job Responsibilities:**

- Plan, co-ordinate and lead field survey work, and ensure that field work is undertaken in an efficient and safe manner at all times.
- Responsible for project, team and budget management and ensure that projects are conducted and managed in an efficient and profitable manner.
- Provide research and logistical support and leadership.
- Provide leadership and/or assistance with environmental management projects including Environmental Impact Assessments, environmental monitoring and Environmental Assessments and NRM projects.
- Provide technical advice, support and development across broader Enviro-dynamics business.
- Prepare project proposals.
- Provide high quality, technically accurate reports within established deadlines and in accordance with current established templates.
- Build, develop and nurture enduring client relationships.
- Attend client meetings and deliver presentations as and when required.
- QA Review peer reports of other Enviro-dynamics team members and provide comment.

**Occupational Health & Safety**

- Ensure personal compliance with Enviro-dynamics safety rules and procedures.
- Ensure corrective action is taken to control workplace hazards as soon as possible.
- Ensure all personnel and volunteers are issued with, trained and use appropriate PPE where/when required
- Ensure that all employees and volunteers under direct control are provided with appropriate training before commencing work

**Environmental Assessment and Planning**

- Ensure a strong understanding of environmental legislation, policies, guidelines, and relevant legislative instruments.
- Prepare documentation required for the environmental approvals process and follow through environmental approvals process (for development projects and for field activity approvals). This will involve: Interpretation of consultant reports, defining environmental impacts, preparing appropriate environmental impact assessment documentation, preparing appropriate environmental reports, reviewing, collecting and managing relevant environmental data, preparing environmental management plans, and detailing environmental management commitments and conditions.
- Prepare for, conduct and document meetings with government and other external parties.
- Ensure that the appropriate level of community consultation is conducted.
- Liaise with project teams, operations, planning and other support departments in designing projects and defining the environmental impacts and management strategies.
- Maintain environmental components of project schedule.

**Business development**

- Seek out opportunities to establish, develop and actively maintain positive client relationships and referral contacts. Actively see out opportunities to become the key contact for some clients.
- Maintain regular contact with current and established clients and proactively keep them informed of project status.
- Attend networking events and functions outside of standard work hours.
- Preparation of expressions of interest, tenders, project proposals, fee proposals, quotes, and advice. Attend client meetings and deliver presentations

**Professional Development**

Have well developed expertise in an area of specialty (e.g. ecology and environmental impact assessment and/or environmental management). Identify, attend and/or present at training opportunities including seminars/ workshops/ conferences.

**Other Work**

- Assist with the management of equipment and materials
- Work with management to develop and report against operational plans, budgets. Including activity reporting, financial reporting, and other metrics.
- Manage all necessary permit applications, annual reports and other required reports to Government.
- Ensure all required financial records and paperwork are retained and submitted.
- Maintain other records and diaries related to the discharge of your duties.

**Other Features of the Role:**

- Ability to work in a seated position and undertake PC work for extended hours.
- Ability to participate in field survey work with some manual handling required.
- Desire to pursue personal and career development
- Hold a current drivers licence

**Performance Objectives:**

The performance objectives of this role will be developed in collaboration with the Directors, however are likely to incorporate meeting agreed and established office and personal productivity targets, contributions to teamwork and collaboration; marketing initiatives and activities towards enhancing personal and professional performance objectives.

**Indicative Hours:**

The minimum working hours will be 50 hours per fortnight, plus whatever reasonable additional hours are required to effectively perform your role. Additional work up to 90 hours/fortnight may be required depending on work flows and project funds.

**Work Environment:**

This position requires significant time in a field setting being willing to undertake surveys across Tasmania. It also involves time spent in a well-equipped office environment.

**Enviro-dynamics Values:**

- We believe in profit for purpose. We are driven by seeing our work contribute to positive change in the landscape for people and the environment.
- We think on a landscape scale. We understand the connections between plants, animals and ecosystems and that people are an intrinsic part of those landscapes.
- We are curious and bold. Now is the time to act, to take initiative, to be fearless in finding solutions for complex problems.
- We are super-communicators. We speak everyone's language, removing jargon, complexity, myths and doubt – the bridge between science and people.
- Our enthusiasm rubs off. Our enthusiasm inspires our clients that work with us to create positive change.

**SCHEDULE OF ADDITIONAL TERMS AND CONDITIONS**

We have negotiated a flexible work arrangement that allows for 50 hours a fortnight to be undertaken each fortnight at your own choosing apart from Tuesday morning when you are expected to attend the weekly Enviro-dynamics team meeting.