

POSITION DESCRIPTION

Position Description: Bushfire Planner

Reporting To: Principal Bushfire Consultant

Location: Sutherland

Employment Type: Permanent/Full Time

Direct reports: Nil

Key Client Groups:

- Consultant Support Team Coordinator
- Interacts with Project Managers, Consultants, and broader administrative staff and external clients of Eco Logical Australia (ELA)
- Fire and land management authorities

Job Purpose:

- To provide consultancy services to clients, and work on a variety of projects in the fields of, planning, bushfire assessment, and project delivery.

Job Responsibilities:

- Preparation of Bushfire protection Assessments, Fire Management Plans, Evacuation and emergency management plans
- Provision of technical advice in court in the capacity of Expert Witness
- Plan, co-ordinate and lead field survey work, collect relevant data and ensure field work undertaken in an efficient and safe manner at all times;
- Prepare project proposals for clients
- Responsible for project and budget management and ensure projects are conducted and managed in an efficient and profitable manner
- Provide research and logistical support
- Provide assistance with other environmental management projects as required
- Prepare project proposals for services and manage invoicing for own projects
- Provide technical advice, support and development across broader ELA business
- Provide reports in a timely manner and in accordance with established templates.
- Build, develop and nurture enduring relationships with clients, prospective clients, industry personnel (fire authorities, land management authorities and other consulting firms) and team
- Drive growth in Bushfire sector of ELA in geographic location and seek opportunities to build bushfire portfolio of clients
- Keep abreast of advancement in the industry including research and legislation
- Attend client meetings and deliver presentations as and when required.
- Provide peer QA review of other ELA bushfire colleagues' reports and provide comment.

Occupational Health & Safety

Ecologist – St Georges basin office

- Ensure personal compliance with ELA safety rules and procedures.
- Ensure corrective action is taken to control workplace hazards as soon as possible.
- Investigate all accidents/incidents where relevant in accordance with ELA procedures (for Managers).
- Ensure all personnel are issued with, trained and use appropriate PPE where/when required (for Managers).
- Ensure that all employees under direct control are provided with appropriate training before commencing work (for Managers).

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

Performance Objectives:

The performance Objectives of this role will be developed in collaboration with your Manager.

Indicative Hours:

The minimum working hours will be 38 hours per week, plus whatever reasonable additional hours are required to effectively perform your role.

Work Environment:

The majority of time in this role will be spent in a well- equipped, air conditioned office environment.

Organisation Structure:

Prepared By:

Approved By:

Date:

Date:

The Ten Commitments - ELA VALUES

Everyone at Eco Logical Australia is expected to live- by our 10 Commitments as follows;

- 1. Environment- Protect and improve ecosystem values;**
- 2. Community- Recognise our responsibility to the broader community**
- 3. Clients- A working partnership, facilitating their business or individual objectives in the context of environmental outcomes**
- 4. Team- Co-operatively blending the right skills to achieve objectives and outcomes**
- 5. Staff – To develop leaders in our field, providing autonomy-, opportunity and support**

- 6. Quality- Consistently improving the standard of service**
- 7. Creativity – Provide innovation in our products**
- 8. Growth- Consistent and sustainable growth of the Company**
- 9. Workplace- Safe, healthy and enjoyable workplace**
- 10. Ease and Enjoyment- Through open communication, good management and fostering personal relationships.**