

POSITION DESCRIPTION

Position Description: Senior Consultant - Canberra

Reporting To: Canberra Office Manager

Location: Canberra

Employment Type: Full Time

Direct reports: Nil

Description: The Senior Consultant contributes to the success of the Canberra office business through winning, managing and delivering environmental project work, together with developing, nurturing and managing a portfolio of Clients. Additionally, the Senior Consultant is also responsible for identification of potential markets, services and products to support the growth of the Canberra office. Due to environmental technical expertise, the Senior Consultant is also a reference point and mentor for more junior environmental consultants. As a senior member of the Canberra Office team, act as a positive role model across the Canberra office and also broader ELA team.

Key Client Groups:

- Interacts with the entire Canberra team inclusively;
- Existing external environmental clients of Eco Logical Australia; and
- Broader ELA staff across all locations.

Job Responsibilities:

- Provide information and advice to clients and ELA colleagues on ecological issues, environmental planning and approvals (eg EPBC Act processes, NES matters)
- Marketing and securing of work opportunities for ELA Canberra office
- Work with other ELA offices to deliver products and services as opportunities present
- Actively win work in the Canberra and broader market and deliver quality products and services within agreed timelines and budgets to client satisfaction
- Win, manage and lead and contribute to projects in the fields of:
 - environmental approvals
 - strategic assessments
 - environmental planning and assessment, and
 - conservation and land management
- Management and quality control of relevant projects
- Establish, develop and nurture client relationships to encourage repeat business and market value add services wherever possible
- Lead and participate in client/agency meetings and negotiations
- Assist in preparation and review of marketing strategies and materials
- Ecology projects including field survey work, design and reporting.

Occupational Health & Safety

- 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.

Performance Objectives:

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

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.

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 the 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.**

