

POSITION DESCRIPTION

Position Description: Senior Ecologist

Reporting To: Manager Hunter Office

Location: Hunter office

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)

Job Purpose:

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

Job Responsibilities:

- Plan, co-ordinate and lead field survey work, and ensure field work undertaken in an efficient and safe manner at all times
- Responsible for project, team and budget management and ensure projects are conducted and managed in an efficient and profitable manner
- Provide project management and leadership in a range of project types
- Provide research and logistical support
- Provide assistance and/or leadership with environmental management projects including Environmental Impact Assessments and Environmental Assessments
- Provide technical advice, support and development across broader ELA business
- Prepare project proposals
- Provide reports in a timely manner and in accordance with 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 ELA Ecologists and provide comment

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.
- Ensure all personnel are issued with, trained and use appropriate PPE where/when required
- Ensure that all employees under direct control are provided with appropriate training before commencing work

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.

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.**