

POSITION DESCRIPTION: SENIOR ECOLOGIST

Title: Senior Ecologist

Reports to: Managing Directors and Project Delivery Manager

Based at: BAAM office – 26-40 Delancey Street, Cleveland

Industry Award Responsibility Level: 3

In a technical capacity:

Contribute to the technical development of the BAAM Ecology Team, including knowledge management, appropriate assessment methodologies and survey techniques, and the specialist analysis and interpretation of data and relevant statutes. Provide technical input for selected BAAM projects, including a lead role in methodology development, surveys, data and legislative interpretation, where necessary.

In a project management and delivery capacity:

Define purpose, context, scope and responsibilities for individual quotations and projects, including those requiring inter-disciplinary involvement and collaboration. Prepare quotations and reports, including a lead role in document compilation, as required.

Key responsibilities and accountabilities:

General Responsibilities and Accountabilities

All BAAM staff are expected to demonstrate the following:

1. Personal Responsibility and Effectiveness

Personal responsibility can be demonstrated in a variety of ways. For example, staff are generally expected to exhibit self-control, calm and restraint, even in stressful situations. Staff are also expected to demonstrate trustworthiness, reliability and loyalty. Personal effectiveness includes being client focused, that is, understanding and responding with courtesy and respect to people external to the company. Effective staff also think about how to do their job better and they seek out opportunities for learning and development.

2. Working Collaboratively

Staff can demonstrate their collegiality through a willingness to work positively with people of different background, status and education. Collegiality is marked by openness. On the one hand staff will express their own ideas openly and clearly, dealing positively with any criticism; on the other, they will listen to and consider the thoughts and opinions of other people in the workplace with respect, offering constructive criticism where appropriate.

3. Focus on Outcomes

Achievement oriented staff see the links between the purpose of the company and their own work. They are able to demonstrate a capacity to set and meet deadlines and to solve the everyday problems that may arise in their workplace. Focussing on achievement also means showing initiative, when appropriate.

4. Health and Safety

Under Queensland's recently enacted *Work Health and Safety Act 2011* (WHS Act), all workers are obliged to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

- Comply as far as the worker is reasonably able with lawful instructions given by the person conducting a business or undertaking (PCBU) requiring the worker's compliance with the WHS Act; and
- Cooperate with any reasonable policy or procedure of the PCBU relating to health and safety in the workplace that the worker has been informed about.

Technical Responsibilities:

- Ensure sufficient knowledge of the legislation and policies that are relevant to our work.
- Attain/maintain proficiency in the use of standard tools, techniques and equipment that are required for the undertaking, completion and delivery of your work.
- Field investigations – take a lead role in field investigations including data collection, team coordination and client liaison. Participate as a field assistant for principal staff or other senior staff as required.
- Provide input to the collection of ecological information. This may include the preparation of monitoring or management programs, ecological reports and databases.
- Prepare for field activities. This includes collection and compilation of required mapping, permits, consumables, and accommodation arrangements and preparations of required equipment.
- Compile or provide input to technical reports that detail the type, methodologies, results of field activities, interpretation of results and impact assessment along with the compilation of necessary permit reports.
- Assist principal staff in the development of technical approaches to baseline and impact assessment and reviewing the technical reporting outcomes prior to their submission to the Project Manager and/or the formal document review process.
- Provide a mentoring role for junior/project level staff.
- Communicate personal needs for staff training and mentoring (including statutory knowledge and interpretation) to BAAM Management to ensure continued learning and developing in technical expertise.
- Ensure that your work is undertaken within the framework of the BAAM Quality Management System.
- Ensure that BAAM environment, health and safety policies, procedures and protocols are incorporated into all aspects of your work.

Project Management and Delivery Responsibilities:

- Ensure that individual project work is carried out within the framework of the BAAM Quality Management System. Identify problem areas and assist in the development of further processes and procedures where necessary, including protocols for communications between study team members, administrative staff and BAAM management.
- Be responsible for defining the purpose, context, scope and responsibilities for individual quotes and active projects, including those requiring inter-disciplinary involvement and collaboration.
- Be responsible for client and sub-consultant liaison and the provision of specialist advice for individual quotes and active projects, including those requiring inter-disciplinary involvement and collaboration.
- Be responsible for coordinating and supervising individual quote and project activities and reviewing reporting outcomes prior to their submission to the formal document review process, including projects requiring inter-disciplinary involvement and collaboration.
- Be responsible for tracking progress and current status of individual quotes and active projects, including identification of issues and solutions and reviewing individual project timesheets against quoted budgets.
- Communicate personal needs for training and mentoring to BAAM Management to ensure continued learning and developing as a professional consultant.