

Position Description

Job Title	Project Ecologist/Fauna Spotter Coordinator
Classification	Full time, directly employed
Business unit	Ecology
Location	Brisbane
Industry award responsibility level	Project Ecologist [2] Fauna Spotter Coordinator [2]
Reports to	Project Delivery Manager Principal Ecologist Principal Wildlife Specialist Principal Environmental Scientist
Direct reports	Fauna Spotters

Overview of the role

It is the role of the Project Ecologist to assist senior and principal staff with desktop and field investigations, the compilation of quotes and reports, and the preparation and maintenance of technical data/documentation and equipment. The Project Ecologist will take responsibility for individual project tasks and the management of small/straightforward projects, seeking guidance and opportunities for professional development where necessary.

The responsibilities of the Fauna Spotter Coordinator are primarily to provide support to the Project Delivery Manager and Administration Manager in meeting the fauna spotting operations responsibilities, particularly in relation to team coordination, client and fauna spotter liaison, project establishment, reporting and billing of fauna spotting jobs. This position is also to assist the project delivery manager in the technical development of the fauna spotting team and associated operating procedures.

It is expected the fauna spotter coordination role will require 20-25% of the time with Project Ecologist duties comprising the remainder of the role.

Required skills / experience:

- Undergraduate and/or post graduate qualifications in Ecology, Zoology or Environmental Science.
- Fauna Spotter experience

Delegated Authorities:

Project Ecologist

- Provide support to the BAAM Ecology Team for the preparation of quotes and reports
- Prepare quotes and reports under the guidance of the Principal Ecologist and/or Project Delivery Manager
- Preparation and maintenance of technical data/documentation and equipment.

Fauna Spotter Coordinator

- Provide support to the Project Delivery Manager and Administration Manager in meeting fauna spotting operations responsibilities
- Fauna spotting team coordination
- Client and fauna spotting liaison
- Preparation and maintenance of technical data/documentation and equipment.

Project Ecologist Key Duties / Accountabilities / Responsibilities:

- Ensure personal familiarity with 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 – assist senior and principal staff in field investigations including data collection and the organisation of equipment and logistics.
- Provide input to the collection of ecological information, including desktop searches and research and the maintenance of databases and species/community profiles.
- Prepare for field activities. This includes collection and compilation of required mapping, permits, consumables, and accommodation arrangements and preparations of required equipment, as well as the sorting and maintenance of field equipment immediately following surveys.
- Prepare quotes and technical reports ready for specialist technical input by senior and principal staff, along with the compilation of data for mapping, appendices and necessary permit reports.
- Be responsible for the quality and timely delivery of allocated project tasks, seeking guidance and clarification as necessary and providing regular updates on progress, as well as offering assistance with other components when available.
- Be responsible for tracking time spent on allocated project tasks against quoted budgets, including early identification of potential issues.
- Assist senior and principal staff with the management of individual projects, including client and sub-consultant liaison and general administrative duties, as required. Be able to manage small-scale projects involving targeted assessment of familiar subjects, if necessary.
- 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 and as a professional consultant.
- Ensure that your work is undertaken within the framework of the BAAM Integrated Management System.
- Ensure that BAAM environment, health and safety policies, procedures and protocols are incorporated into all aspects of your work.

See Attachment 1 for clarification comment on key responsibilities for this role.

Fauna Spotter Coordinator Key Duties / Accountabilities / Responsibilities:

The Fauna Spotter Coordinator is expected to work almost autonomously towards meeting the following responsibilities, seeking guidance and final decisions from the Project delivery Manager as necessary/required.

- Represent a primary point of contact for fauna spotting clients, responding to job requests, queries and concerns in a timely and effective manner that maintains good relationships and reflects well on the company.
- Represent a primary point of contact for the fauna spotting team, monitoring call-ins and whereabouts and responding to queries and concerns in a timely and effective manner that ensures their safety and wellbeing.
- Be responsible for the timely and effective setup of fauna spotting jobs through the punctual preparation and submission of relevant and accurate quotes whenever necessary, the receipt of purchase orders and the communication of project administrative and logistical details to the BAAM administration team.
- Be responsible for the timely and effective front-end delivery of jobs through the organisation and coordination of staff resources, necessary inductions/training and logistics and the communication of relevant project details to fauna spotters, particularly any client-specific requirements.
- Be responsible for tracking and updating progress and current status of individual quotes and active projects, including identification of issues and solutions and ensuring

unanticipated and/or non-quoted jobs are recognised, setup and communicated to the relevant BAAM staff ASAP.

- Maintain sufficient and current knowledge of the legislation and policies and client-specific requirements that are relevant to our fauna spotting work.
- Provide general management on the technical development of the BAAM Fauna Spotting Team, including the development of appropriate operating procedures and techniques.
- Provide a mentoring role for new, inexperienced staff.
- Identify needs and opportunities for fauna spotter staff training and mentoring in technical areas.
- Take part in Professional Development Reviews for the fauna spotting team and play a key role in the selection and recruitment of new fauna spotting staff.
- Liaise with the project delivery manager to ensure actions required for the renewal of BAAM's rehabilitation permit and maintain a register of necessary records for compliance and renewal purposes.
- Ensure that individual project work is carried out within the framework of the BAAM Integrated Management System. Identify problem areas and assist in the development of further processes and procedures where necessary, including protocols for communications between fauna spotters, administrative staff and BAAM management.
- Ensure that BAAM environment, health and safety policies, procedures and protocols are incorporated into all aspects of your 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.
- Be responsible for the collation of fauna spotter daily docketts and the checking of daily docketts and corresponding timesheets for consistency, accuracy and compliance with relevant BAAM policies and procedures to facilitate subsequent timesheet approvals and billing, as well as requesting further documentation or clarity from the fauna spotters, as required.
- Be responsible for the collation of fauna spotter reports and the checking of reports for completeness and accuracy to facilitate subsequent preparation of formal reports for client submission, as well as requesting further documentation or clarity from the fauna spotters, as required.
- Prepare, or coordinate the timely preparation of, formal fauna spotting reports.
- Assist in the collation of fauna spotter expense claims and receipts and the formal recording, categorisation and presentation of expense claims and receipts to facilitate subsequent invoicing by the Administration Manager, as well as requesting further documentation or clarity from the fauna spotters, as required.

General Accountabilities / Responsibilities:

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. Focusing on achievement also means showing initiative, when appropriate.

4. *Health and Safety*

Under Queensland's *Work Health and Safety Act 2011* and the *Electrical Safety Act 2002*, workers must:

- take reasonable care for their own health and safety and electrical safety
- take reasonable care that their conduct, acts or omissions does not adversely affect the health and safety of others or adversely affect the electrical safety of other persons or property
- comply, so far as they are reasonably able with instructions
- cooperate with reasonable health and safety and electrical safety policies or procedures that have been notified to workers.

5. *Integrated Management System*

Staff may be required to contribute to the maintenance and development of the Integrated Management System by participating in review and auditing processes where such responsibility is delegated by the IMS Compliance Manager.