

POSITION DESCRIPTION

Position Title:	Environmental Scientist / Planner
Location:	Armidale
Position Reports to:	Branch Manager
Key Working Relationships:	Directors, Branch Manager, Project Managers and all other GeoLINK employees, clients, sub-consultants and stakeholders

ROLE

- To provide specialist planning and/or environmental services to GeoLINK and its clients; and
- To provide generalist environmental input to GeoLINK projects

AREA	RESPONSIBILITIES
Leadership	<ul style="list-style-type: none"> ▪ Manage projects, including client liaison, team coordination and financial management.
Business Operations	<ul style="list-style-type: none"> ▪ Communicate specialist advice in a professional manner to meet client expectations. ▪ Provide accurate, concise, technically competent environmental and planning consultancy services and reports. ▪ Prepare, manage and deliver tasks / environmental and planning projects such as review of environmental factors, environmental impact assessments, statement of environmental effects, environmental audits and management plans. ▪ Undertake peer review of environmental and planning reports. ▪ Undertake administrative tasks, as required, to assist project or practice management. ▪ To be accountable for own actions / work.
Financial	<ul style="list-style-type: none"> ▪ Meet agreed billable targets.
Project Delivery	<ul style="list-style-type: none"> ▪ Manage small / medium scale projects, including client liaison, team coordination and financial management. ▪ Provide technical advice, participate in problem resolution, and evaluate constructive criticism as both a project manager and project team member. ▪ Conduct field studies for general environmental site assessments. ▪ Interpret results from technical reports, assess the environmental relevance to projects and synthesis them into environmental impact assessment, audits and management reports where appropriate. ▪ Contribute to the quality, timely completion of projects to meet project objectives.

AREA	RESPONSIBILITIES
	<ul style="list-style-type: none"> ▪ Liaise with clients, other project consultants and public authorities.
Teamwork	<ul style="list-style-type: none"> ▪ Offer technical advice, participate in problem resolution, and evaluate constructive criticism as a project team member. ▪ Build and maintain effective working relationships through effective teamwork.
Business Development / Marketing	<ul style="list-style-type: none"> ▪ Develop contacts and networks for business development and marketing activities. ▪ Ensure all project and business activities align with GeoLINK's priorities and initiatives.
Quality	<ul style="list-style-type: none"> ▪ Adhere to GeoBIZ guidelines (GeoLINK's minimum quality assurance standards). ▪ Keep abreast of changes to environmental technical standards, policies and legislation. ▪ Commit to sustainability principles and maintain environmental awareness.
Work Health & Safety (WHS)	<ul style="list-style-type: none"> ▪ Adhere to all WHS statutory guidelines, company requirements and obligations.
Innovation	<ul style="list-style-type: none"> ▪ Recognise opportunities for improvement and innovation. ▪ Keep up to date with changes to technical standards, policies and legislation.

MANDATORY REQUIREMENTS

- Class C Driver Licence (and ability to drive both auto and manual transmission)
- Tertiary qualification in environmental planning, environmental science, town or urban planning or related discipline, from an accredited institution.

SKILLS & EXPERIENCE – ESSENTIAL

- Demonstrated 2-5 years' relevant experience (or more), preference to be given to those with consulting experience.
- General understanding of the principles and practices of environmental assessment and environmental management.
- Ability to work to targets and maintain accurate records of billable hours.
- Experience in writing clear, concise, accurate reports on technical matters.
- Ability to use logic and reasoning to identify problems and review related information to develop and evaluate options and implement solutions.
- Strong interpersonal skills and ability to work with multi-disciplinary teams with various internal and external stakeholders.
- High level verbal and written communication skills that adapt to both technical and non-technical staff.
- Knowledge of quality assurance practices and activities and ability to maintain a quality focus through adherence to a quality system.
- Good knowledge of relevant state and commonwealth legislation in theory and application.

SKILLS & EXPERIENCE – ESSENTIAL

- Ability to navigate computer systems and conversant with basic office software including Microsoft Outlook, Word, Excel and Teams.
- High level of self-motivation, self-discipline, initiative and demonstrated ability to manage the position's responsibility; and perform complex tasks and manage projects with minimal supervision.
- Sound understanding of and commitment to sustainability principles.
- Recognise opportunities for improvement and innovation.
- Flexibility and the ability to prioritise work as required.
- A positive and proactive attitude.

DESIRABLE REQUIREMENTS

- Membership of a relevant and accredited professional association
- Continuing technical and commercial education including post graduate studies
- Good track record of winning and retaining projects/clients.
- Solid understanding of WH&S requirements and obligations.
- Diverse knowledge of a range of environmental disciplines, including but not limited to water quality, soils and contaminated site assessment, archaeological, surface and groundwater, ecological, bushfire and noise assessments
- Understanding of project management practices and processes with demonstrated experience in managing and working within project scope including budgets and work programs

ADDITIONAL COMMENTS

- Regular travel, typically throughout NSW mid north coast, NSW northern tablelands and northern NSW, is required.
- Work outside of standard business hours may be required.
- Must demonstrate a commitment to continuous professional development and improvement
- Must share GeoLINK's values and ethos.

APPROVED – PRACTICE DIRECTOR

Signature:	Date:
Name (print):	

ACCEPTED – EMPLOYEE

Signature:	Date:
Name (print):	