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## Job Title: Botanist

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**Reports to:** Chief Executive Officer

### ***ROLE SUMMARY***

- Conducts botanical surveys, environmental research, assessment, and planning.
- Project management and provide environmental advice on project reports.
- Assists in the conduct of other Project Managers' projects.
- Actively adhere to and drive NRA's service delivery mantra.
- Actively adhere to and drive the standards that underpin NRA's workplace.

### ***Essential Duties and Responsibilities***

- Planning and coordinating a range of scientific studies and research as a team member or as a Project Manager. This requires demonstrated understanding and application of relevant environmental legislation.
- Participate in the NRA team and provide additional skills and input required to ensure the ongoing quality improvement and development of the company.
- Provide specialist input into projects as part of the team.
- Prepare project budgets.
- Coordinate availability of personnel and resources required to complete projects with other Project Managers and individuals.
- Liaise with clients for the purpose of collection of information on projects and provide project feedback.
- Liaise with agencies for the purpose of defining and interpreting regulatory requirements.
- Design and implement fieldwork including monitoring works.
- Process and analyse field survey data.
- Prepare professional reports.
- Provide reports, both verbal and written, to clients and Project Managers.
- Ensure appropriate support for any fieldwork from within NRA or from other consultants is provided.
- Participate in marketing NRA services.
- Determine data collection methods to be employed in research projects and surveys.
- Plan and develop research models.
- Develop a client base consistent with NRA service delivery areas.

### ***SUPPORT NRA'S GOALS AND OBJECTIVES***

#### **Professional/Operational**

- Actively contribute to the successful marketing of the organisation through the quality of consulting services developed and provided.
- Contribute to the positive image of the organisation.
- Work within the company's Integrated Management System (Health & Safety, Environment and Quality Control) and follow management system procedures.

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- NRA's workplace standards:
  - Respect – treat others as you wish to be treated. This expected behaviour spans across all interpersonal relations.
  - Pride – anything a person does is a reflection of the individual and, while at NRA, reflects on all other NRA employees. The technical standards and the standards of service delivery that NRA has set are clear, documented and systemised in terms of product delivery. Professional conduct requires these standards be met.
  - Innovation – continued success is the capacity and willingness to generate new ideas. Innovation is a key market differentiator for NRA. Professional conduct means the individual contributes to innovation.
  - Make a difference – NRA is founded on making a difference and has been fortunate to make contributions to the sector in which we operate and beyond. NRA provides an employment opportunity for people and, beyond this basic premise, provides a platform for individuals to make a personal contribution to the community.

## **Client Service**

- NRA's service delivery mantra is as follows:
  - Products are technically competent (happy for peers to review)
  - Products are complete (client-ready)
  - Products are client-focused (recommendations are useful, practical, and based on technical information).
- Actively maintain a superior level of client service at all times.
- Respect and value client needs and concerns – specifically as these relate to professional services.

## **Human Resources**

- Support the human resource function in the production of quality consultancy services and the maintenance of comprehensive records.
- Contribute to the diversity of the professional team within the organisation.
- Contribute to the training and development of staff in professional attributes.

## **Marketing**

- Actively support the marketing function through the provision of superior consultancy services.
- Participate in the production and development of quality marketing material and the delivery of marketing through a variety of media.
- Gather testimonials from clients.

## **Financial**

Actively contribute to the financial success of the organisation through the maintenance of strict budgetary controls, superior negotiation skills, and superior work practices.

## **Social**

Support NRA's commitment to less advantaged communities.

## **Quality Improvement**

Contribute to the continuous improvement strategies employed by NRA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## **QUALIFICATIONS AND SKILLS**

Tertiary qualifications in botany. Individuals should have no less than 3 years' post-graduate experience. Experience in field surveys, applied studies, problem solving, and excellent technical report writing and communication skills necessary for working as part of a professional team. Consultancy experience desired.

## **Education and Experience**

- Proven ability to manage projects.
- Interest in and aptitude for research and its application.
- Experience in legislation and its application to surveys, assessment, and reporting.
- Demonstrated skills in monitoring programs and survey design.
- Flexibility and ability to work effectively in a team.
- Ability to think logically and analytically.
- Demonstrated field experience and appropriate field skills.
- Demonstrated attention to detail.

## **Language Skills**

- Excellent written and oral communication skills.
- Appropriate communication/language skills as defined by the needs of the client.
- Demonstrated ability to deliver very high quality reports on behalf of the company.

## **Mathematical Skills**

- Excellent mathematical skills.
- Experience in statistical design, data analysis and interpretation.

## **Reasoning Ability**

Must be able to:

- Demonstrate sound reasoning skills across a broad range of areas including scientific, negotiation, health and safety, priorities, *etc* while working independently or in remote areas.
- Demonstrate superior problem solving skills.
- Demonstrate superior negotiation skills.

## **Certificates, Licences, Registrations**

- Current 'C' class Drivers Licence (manual).
- Senior First Aid Certificate.
- Relevant inductions and security clearance for access to project sites.

## **Physical Demands**

- To successfully perform the essential functions of this job it is necessary to be prepared and able to conduct research and provide services in remote and isolated areas. In some cases the field work may require hiking in remote and hilly terrain during summer months.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

- **Geographical** – must be prepared to work in remote areas.
- **Physical** – must be able to hike in remote and hilly terrain during summer months for the required survey times.
- **Team** – demonstrate active involvement in the professional consulting team and the greater organisational team. Demonstrate respect for team members (both clients and colleagues).
- **Initiative** – demonstrate initiative that ensures that the professional environment maintains NRA quality standards and achieves outcomes as outlined in the NRA employee guidelines.
- **Self-management** – contribute actively to the professional team to develop a primarily self-managing team environment.
- **Environmentally friendly** – demonstrate environmentally friendly attitudes/behaviours that support the image of NRA as an example in positive management of the environment *eg* reduce waste.
- **Creative and innovative ideas** – contribute to the creativity and innovation of the organisation as it applies to the professional area.

## **Key Performance Indicators**

- Successfully and consistently carry out the Essential Duties and Responsibilities as detailed in this Position Description.
- Maintenance of quality standards as detailed in this Position Description.
- Maintenance of attitudinal and behavioural standards as detailed in the NRA Employee Guidelines.
- Demonstrated significant contribution to:
  - NRA's service delivery mantra
  - NRA's workplace standards.
- Demonstrated significant contribution to business development:
  - Services
  - Market.
- Positive feedback from clients with respect to the quality of service and documentation received.
- Control of project budgets.
- Achievement of target chargeable hours.
- Maintenance of quality and procedural integrity, as confirmed by QA processes.
- Demonstration of the professional development of staff.
- Demonstration of the development of positive relationships with clients and significant stakeholders.

## **Safety**

- Adhere to NRA safety standards at all times.

## **Remuneration**

- Remuneration is based on technical qualifications and level of consulting experience. NRA offers competitive salary packages.