
Job Title: Environmental Scientist

Reports to: Chief Executive Officer

ROLE SUMMARY

- Conduct environmental research, assessment and planning.
- Provide advice to assist clients to fulfil their environmental obligations.
- Project manage and provide environmental advice.
- Assist in the conduct of colleagues' projects.
- Actively adhere to and drive NRA's service delivery mantra and the standards that underpin NRA's workplace.

Essential Duties and Responsibilities

- Plan and coordinate scientific studies, research, and personnel and resource availability as a team member or as a Project Manager.
- Participate in the NRA team and provide additional skills and input to ensure the ongoing quality improvement and development of the company.
- Provide specialist input for projects as part of the NRA team.
- Prepare project budgets.
- Effectively liaise with clients to collect project information and provide project feedback.
- Have thorough understanding of legislation and liaise with agencies to define and interpret regulatory requirements.
- Design and implement fieldwork, including monitoring works.
- Determine data collection methods for research projects and surveys, and process and analyse this data.
- Provide high quality verbal and written reports to clients and Project Managers.
- Ensure that appropriate support for fieldwork is provided by colleagues or sub-consultants.
- Participate in NRA business development and marketing.
- 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 by providing quality consulting services.
- Contribute to the positive image of the organisation through professional behavior and by providing sound technical advice.
- Work within the company's Integrated Management System (Health & Safety, Environment and Quality Control).

- 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 to 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 over time has been fortunate to be able 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

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

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 science, particularly in the fields of environmental science or other relevant disciplines.

Education and Experience

- Proven ability to manage projects.
- Interest in and aptitude for research and its application.
- Experience and sound understanding of the application of legislation 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 Driver Licence (manual).
- Senior First Aid Certificate.
- Obtain relevant inductions and security clearance for access to project sites.
- Must obtain and renew relevant industry accreditation.

Physical Demands

- Must be prepared and able to undertake physically demanding fieldwork to conduct research and provide services in remote and isolated areas.

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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.
- **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 workplace 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.
- Maintain quality standards as detailed in this Position Description.
- Maintain attitudinal and behavioural standards as detailed in the NRA Employee Guidelines.
- Demonstrate significant contribution to:
 - NRA's service delivery mantra
 - NRA's workplace standards.
- Demonstrate significant contribution to business development:
 - Services
 - Market.
- Positive feedback from clients with respect to the quality of service and documentation received.
- Control project budgets.
- Achieve target chargeable hours.
- Maintain quality and procedural integrity, as confirmed by QA processes.
- Demonstrate the professional development of staff.
- Demonstrate the development of positive relationships with clients and significant other 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.