

Title	Senior Botanist
Salary Range	\$75,000–\$95,000
Reports to	Simon Scott – Principal Ecologist/Director: Botanical/technical issues Stuart Cooney – Principal Ecologist/Director: Administrative/technology/HR issues
Supervises	Nil
Duties (estimate only)	<ul style="list-style-type: none"> • Undertake field based flora assessments, including species inventories, Habitat Hectare assessments and habitat suitability assessments for threatened species (25%) • Sourcing and preparation of proposals (15%) • Project Management and client liaison (10%) • Undertake desktop flora and fauna assessments, including interrogation of relevant databases and review of relevant grey and scientific literature (10%) • Data entry, including the preparation of field notes to assist with mapping the results of surveys and compilation of report appendices (10%) • Completion of report templates with the results of field and desktop assessments and preparation of templates for other staff (10%) • Marketing and attendance at professional functions (10%) • Cleaning and maintenance of company equipment (5%) • Ongoing professional development (5%)
Skills and Competencies	<ul style="list-style-type: none"> • Is able to independently source projects from a network of clients and/or tender sources • Competently project manage projects from inception to completion • Be able to identify, either in the field or from collected samples, 90% of flora species encountered during field assessments • Accurately identify/key out collected specimens in the office • Competently use the methods to assess vegetation quantity and quality using the approved Habitat Hectare methodology • Understand and be able to clearly articulate native vegetation removal policy relevant to the jurisdiction of the study area • Use technology and tools, such as electronic tablets, GPS and DBH tapes, to accurately undertake field assessments • Be able to extract information from relevant databases to complete reports • Use word processing and spreadsheet computer programs to prepare

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	<p>reports</p> <ul style="list-style-type: none"> • Write reports in a concise and accurate manner that requires little reviewing, is consistent with the approved proposal and meets the client’s needs • Excellent verbal and written communication skills • Completes administration tasks on time and to the required standard without prompting • Have a current, manual driving licence • Be a team-player who is prepared to help where it is needed • Be able to work autonomously to meet deadlines and complete work within the budgeted time period and show initiative when guidance is not readily available
Deliverables	<ul style="list-style-type: none"> • Draft reports for review by the directors (as appropriate), following a template that is provided, to a high quality and completeness • Lists of flora species encountered during field assessments • Habitat Hectare assessment tables • Independently source approximately two jobs per month • Email and verbal communications • Draft proposals
Safety Considerations	<ul style="list-style-type: none"> • Abide by the Ecolink Consulting Pty Ltd Occupational Health and Safety Policy – Policy Manual No. 2 at all times
Document Control	Version 2. March 2018.