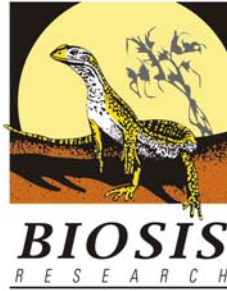


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Archaeologist

POSITION DESCRIPTION

Duties of Position

Biosis Research Pty. Ltd.

Biosis Research Pty. Ltd. provides consulting services in both natural and cultural heritage.

Our environmental services include biological science and natural resource management, conservation planning and policy, natural systems management and environmental management. In recent years our established environmental services have expanded to include catchment, riparian and estuarine studies, and projects involving strategic environmental planning, benchmarking and performance assessment in natural resource management.

Working in the areas of Aboriginal and non-Aboriginal heritage we have a strong track record in integrated site management plans for complex archaeological sites. Heritage services include cultural heritage impact assessment, Aboriginal and non-Aboriginal community consultation and cultural site management planning.

Biosis Research is one of Australia's leading consulting firms in natural and cultural resource management and environmental and cultural heritage impact assessment. Biosis Research has a strong record with over 6050 projects completed. Our reputation for producing high quality, independent advice and solutions is acknowledged by private developers, public enterprises and government agencies engaged in Aboriginal and non-Aboriginal cultural heritage, environmental review and planning.

We offer an integrated approach to ecological and cultural heritage management and assessment, combining a diverse range of skills. Our understanding of natural systems and cultural landscapes enables us to provide innovative solutions.

Legislative and policy expertise

We have a detailed knowledge of the implications of environment, heritage and Aboriginal legislation and policy, and the application of the principles of The Burra Charter and Ecologically Sustainable Development (ESD). We provide expert evidence at VCAT (former AAT) and panel hearings (Vic) and the Land & Environment Court (NSW).

Clients

Biosis Research has undertaken studies for a broad spectrum of clients, including urban and industrial developers, the mining, forestry and quarrying industries, road and rail transport authorities, electricity and water supply authorities, major law firms, local government, and state and federal land management agencies. We have an excellent reputation for the timely completion of complex projects to the satisfaction of our clients.

Key Services Natural.....

- Biodiversity Inventory
- Environmental Impact Assessment
- flora & fauna survey and mapping
- impact minimisation and monitoring
- Environmental Planning
- Environmental Management
- park planning and benchmarking

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- pests and threatened species

Key Services Cultural.....

- Cultural Heritage Impact Assessment
- Heritage management plans
- impact minimisation and monitoring
- Complex archaeological, architectural and cultural landscape management
- Cultural site assessment
- Aboriginal research and consultation
- archaeological survey and excavation
- community consultation

ARCHAEOLOGIST - ROLES AND RESPONSIBILITIES

The Archaeologist is a developing technical expert at an early stage of their career who plays a role in the Cultural Heritage Group in the Melbourne office. The Archaeologist reports to the Melbourne Resource Group Manager and is expected to accomplish both project and administrative work. They play an active role in project work through participation in project teams, project management, field-work, and client liaison. Independence is encouraged through actively seeking mentoring and advice. Administrative duties include those incorporated as part of project work as well as additional duties as required by the Melbourne Resource Group Manager.

Key Responsibility Areas

Key responsibilities of the Archaeologist will comprise:

1. Chargeable Project Work
 - 1.1. Participate in, conduct and manage simple projects
 - 1.2. Participate as a team member doing archaeological field surveys, community consultation, analysis and reporting as required by the project manager
 - 1.3. Provide cultural heritage advice to our clients.
2. Marketing and Client Development
3. Administration
4. Professional Development
5. Other Duties as Required.

Duty Statement

There are several regular tasks which are critical to the functioning of the business. As an employee you are expected to perform these tasks as a matter of course. These are:

- *key performance criteria: a) meeting utilisation targets and b) meeting project budgets*
- *as regular daily or weekly tasks: a) timesheets (submitted to administration and entered into the Biosis Research Administration Database by noon on Monday every*

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week), b) active participation in the timetabling process, c) recording your daily whereabouts in "Who's In" and d) invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your resource group manager).

❖ Project Work

- Manage simple consulting projects (typically under \$10,000) developing project management competence.
- Make project-based decisions including those that require the application of established methods, systems and policies under direction.
- Conduct archaeological field survey, sub-surface testing and excavation as required in connection with consulting projects.
- Prepare inventories, significance assessments and management plans as required for cultural heritage sites.
- Participate in and conduct analysis of material culture items from archaeological sites.
- Participate in and conduct Aboriginal and non-Aboriginal community consultation.
- As a project team member, provide technical advice to project managers from both the Natural Heritage Group and Cultural Heritage Group as required.
- Enter project data into computer databases and conduct and/or supervise analysis.
- Develop skills in technical report writing, understanding the different types of reports required. Reports may require some editing and technical correction.
- Develop project management skills for more straightforward projects typically under \$15k.
- Deliver projects on time, within budget and meeting the client's requirements. Develop an understanding of and implementing Biosis Research's high standards.
- Complete invoicing and project finalisation promptly.
- Manage to budgets for own projects and communicate this to other team members. Develop skills in managing variations informing their manager as required. Proactively discuss potential and actual budget overruns with their manager. Continue to develop skills in setting budgets.
- Understand the current regulatory requirements, their impact on our work and is able to explain this to existing clients.
- Maintain awareness of new or updated regulatory requirements.
- Ensure all work, especially client documents, are completed to a high standard and checked prior to submission or review.
- Proactively participate in the timetabling process for themselves and the project team including the booking of resources. Develop skills in delegating and assigning work for own projects.

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- Understand Biosis Research policies and procedures and implementing these for own projects. Adhere to all administrative requirements.
 - Understand how the organisation is structured and who does what – know whom to ask. Question others regularly.
 - Work well in teams and is supportive of project managers.
 - On own projects, are developing skills to effectively manage the team and ensure all work is completed to a high standard.
 - Is polite, supportive and considerate of others (particularly other employees, sub consultants, clients, aboriginal representatives, etc).
 - Demonstrate that the relationships with both internal and external clients are valued.
- ❖ Marketing and Client Development
- Prepare simple proposals in response to client briefs.
 - Actively follows up all proposals with clients and update information in the database.
 - Seek out opportunities to establish, develop and actively maintain positive working relationships with clients, communities, and relevant professional bodies.
 - Regularly and actively communicates with peers, seeking support where required, including developing a “hounding capacity”. Attend specialist group meetings as required.
 - Communicate clearly, convincingly and concisely both orally and in writing.
 - Explain technical concepts clearly with minimal jargon.
 - Employ effective listening skills, understanding requirements fully.
 - Maintain and promotes the social and ethical values of Biosis Research while conducting internal and external business activities.
 - Proactively provide constructive feedback on individual issues and projects to their manager as required.
 - Proactively build effective working relationships with a range of clients and establishes professional standing with clients on own projects.
 - Working towards becoming the ‘consultant of choice’ for repeated work for a few clients.
 - Establish and maintain regular communications with current clients and proactively keeps them informed on proposal / project / report status.
 - Identify client issues on own projects and actively seeks to resolve these, seeking support where necessary.
 - Maintain the ‘single Biosis Research team’ approach by working cooperatively with own internal support services.

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- Developing knowledge of the client's business and competitive environments and its impact on own projects. Respects the client's perspective.
 - Assist others on the team to obtain or maintain client information, sharing such information with their manager and Bosis Research where applicable.
 - Developing the ability to take on the educator role to help clients understand the environment in which we operate both legislative and ethically.
 - Seek feedback from clients for own projects and shares this information with the team and their manager. Discusses negative feedback with their manager, suggesting constructive solutions where applicable.
 - Review and respond to formal client feedback requests from their manager in a timely manner taking action where required.
 - Develop an understanding of and is supportive of the Bosis Research marketing terminology and methodology.
 - Understand the range of services provided by Bosis Research and is able to identify opportunities to promote these services to existing clients.
 - Follow up past projects with clients, ensuring their requirements are met.
 - Support other team members with their marketing activities and develops an understanding of what's involved.
 - Seek opportunities with other team members to meet with new and existing clients where applicable.
 - Participate in market and business activities both within and external to Bosis Research, presenting a positive, professional image of self and Bosis Research.
 - Liaise regularly with clients, governmental agencies and staff of the Natural and Cultural Heritage groups of Bosis Research Pty. Ltd.
 - Support others implementing key marketing strategies for the office under the direction of the Melbourne Resource Group Manager.
 - Manage some client contact on specific issues under the direction of the Melbourne Resource Group Manager.
- ❖ Administration
- Develop an understanding of and utilise basic organisational policy and processes, including how the organisation is structured.
 - Conduct a range of administrative duties in connection with consulting projects.
- ❖ Professional Development
- Take responsibility for own professional development plan. Proactively seek out and takes advantage of training and development opportunities, including opportunities to learn from others.
 - Seek and be receptive to feedback, initiating positive changes where required.

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- Identify and attend relevant training opportunities including seminars/ workshops / conferences.
 - Is a member of at least two relevant professional associations to broaden networks.
 - Continue to develop technical expertise in their area of speciality.
 - Continue to develop skills in identifying and assessing sites / issues of significance and determining recommendations or preparing management plans. Skilled in data collection and recording, map reading and use of GPS.
 - Continue to develop field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design standard field surveys for the required level of effort, technique and method.
 - Continue to develop field skills in observation, identification, monitoring and analysis. Ability to assess habitats and conditions / values of potential sites. Able to design more straightforward field surveys for the required level of effort, technique and method.
 - Continue to develop an understanding of site patterning, land and site formation processes on the locations and survival of artefacts for both Aboriginal and historical areas.
 - Continue to develop skills in communication and consultation with relevant authorities, communities, clients, landowners, public etc in relation to own projects.
 - Develop an understanding of the hearing processes and their legal and planning context, especially the impact this has on own projects. May attend some statutory hearings with more experienced team members to gain an understanding of the processes involved.
 - Seek and offer support and direction to the project team, especially to new team members.
 - Willingly make themselves available to assist others.
 - Actively participate in mentoring plans, ensuring that offers of mentoring are followed through.
- ❖ Other duties as required.