

Position Description – Contracting Coordinator

Organisational Context

Practical Ecology (PE) has been in operation since 1993 and is one of Victoria's leading ecological consultancies and ecological restoration services provider. The company's primary mission is to help public and private land managers conserve indigenous flora and fauna. We provide expertise in ecological and bushfire risk consulting and ecological restoration services. Our main ecological consulting activities include flora and fauna surveying and associated legislative and land management advice. We also provide a skilled team of bushland restoration practitioners that undertake weed control, planned burns, revegetation and general vegetation management. Our regular clients include local government and other public land managers, developers, and/or individual landowners who require specialist advice and assessment and management of land and indigenous/non-indigenous flora and fauna.

Primary Purpose of Position

The Contracting Coordinator requires two different major sets of skills. First, a technical and practical understanding of native vegetation management and ecological restoration in order to prepare and review tender submissions, develop and cost projects, and interact with our clients. Secondly, management skills are required to manage the available personnel, resources, budgets and project timelines. General duties include:

- To manage the company's contracting projects and crew members.
- To be a primary point of contact for clients, PE Project Managers who implement the works and PE casual crew members.
- Develop tenders and project proposals for clients and requests for revegetation and ecological restoration services.
- Implement the company's systems that are relevant to contract management including occupational health and safety.
- To assist in a process of business development where appropriate and possible.
- To perform contracting field work as required.
- Working with or Supervising Prescribed Burns if qualified.

Reporting Relationships

The Contracting Coordinator reports to and is accountable to the Managing Director. Liaison will regularly occur with the Administration Coordinator as well.

Duties

The Contracting Coordinator is responsible for:

- Managing the company's contracting projects and crew members, in collaboration with the Managing Director and Administration Coordinator

- Coordinate the weeks roster for the Bush Crew.
- Manage equipment and resources needed to service and support contracting projects
- Quote and tender for native vegetation management and revegetation projects as required
- Designing and costing ecological restoration projects as required
- Coordinating and managing ecological restoration projects with Project Managers running most projects day-to-day
- Manage PE vehicles primarily used for contracting works
- Undertake site visits to consider works at the tendering stage and during implementation
- Assist and oversee OH&S in the field

Hours:

Hours worked per week are negotiable, although usual hours of work can range between 7.30 am and 6.00pm, Monday to Friday. The proposed hours are equivalent to a full-time loading (38 hours) although flexibility regarding exact work times required and offered. The structure of the position and the ethos of the organisation are designed to provide flexibility for the employee while achieving the objectives of the position.

Location:

Primarily our office in Preston, but including site visits (approx. one or two days per week) mostly in metropolitan Melbourne but also in regional Victoria on occasion.

Travel:

Company vehicles are available on a booking basis for site (and other) visits. Company vehicles are provided to implement all site visits and work in the field. Adequate parking for private vehicles and bicycles is available at the Preston office.

Remuneration:

To be negotiated dependent upon experience, knowledge and skills.

Review

This position is subject to a six-month probationary period at the end of which an informal review process will occur. On-going performance reviews are then undertaken on an annual basis.

Communication

The successful applicant must possess demonstrable experience communicating with a variety of people, under occasionally pressured conditions. The ability to work in a team environment without a strong emphasis on hierarchy will be highly regarded.

Management

Experience managing and rostering a team is essential. A mature, developed approach to working with other people is expected.

A current Victorian Driver's License is required as is the ability to handle 2WD and 4WD utility vehicles with manual transmissions in light-duty off-road situations.

Useful qualifications could also include:

Any certificate or degree in conservation, ecology, land management etc.

Red or White Card for Construction Sites

Australian Chemical Users Permit

Health and Safety Training

Burns Boss Training/Prescribed Burns experience (preferred but not essential)

Selection Criteria

The Contracting Coordinator needs to demonstrate:

- Knowledge of Victorian flora and fauna, native vegetation management and invasive species management
- Skills in managing equipment and resources needed to service and support contracting projects
- Experience and skills in quoting and tendering for native vegetation management and revegetation projects as required
- Experience and skills in designing and costing ecological restoration projects as required
- Experience and skills in coordinating and managing ecological restoration projects
- Experience and skills in managing invasive plants and animals
- Experience in managing contracting personnel
- Experience in implementing OH&S processes and requirements
- Knowledge of vegetation assessment and Victorian planning laws would be useful