

POSITION DESCRIPTION

Position:	Practice Lead – Environmental Planning and Assessment (EPA)
Location:	This role is located in Port Macquarie. This role will also require the employee to travel to project and client offices as needed.
Reporting Lines:	The Practice Lead will report to the General Manager. Staff within the practice will report to Practice Lead. Other technical staff will report to the Practice Lead on a project-by-project basis.
Purpose:	To lead and drive WolfPeak's EPA business throughout NSW To manage and lead the EPA team at WolfPeak To ensure the EPA team is adequately resourced including leading the recruitment process for additional team members where this is necessary to support the financial objectives of the practice area To maintain the existing EPA portfolio and to identify and secure new business for the practice Act as a key technical resource on EPA projects and within the business.
Key Responsibilities and Key Result Areas:	<p>Organisational/Financial</p> <ul style="list-style-type: none"> Lead the EPA practice to achieve its financial and structural goals with existing and new clients Ensure EPA practice staff are proactively working on projects, minimising work in process and invoicing in a timely manner Ensure EPA projects and tasks are completed within agreed timeframes, budgets and outcomes. <p>Tech/quality</p> <ul style="list-style-type: none"> Work in collaboration with multi-discipline teams to deliver environmental and planning outcomes on projects and for clients Lead environmental assessment projects for public sector and private sector clients Keep up to date with current research, legislation, policies, standards and guidelines relevant to environmental planning and assessment Promotion of best practice within the group and on individual projects Provide technical review of team members' work as necessary Ensure the team has required technical abilities relevant to each individual's role, and / or are working towards obtaining those abilities Ensure practice area outputs are of a high quality and satisfy client expectations as expressed through positive client feedback, ratings or performance reports etc. <p>Systems</p>

	<ul style="list-style-type: none"> • Team members in the EPA practice area following/implementing WolfPeak systems, procedures, policies • Support develop and maintain WolfPeak company HSEQ systems. <p>Marketing</p> <ul style="list-style-type: none"> • Establish / maintain a positive working relationship with current and future clients and industry peers • Identify market opportunities to help develop and promote new, innovative services to both internal and external clients • Ensuring the EPA team is participating in WolfPeak’s Marketing Program. <p>People</p> <ul style="list-style-type: none"> • Foster positive culture and work environment, that reflects WolfPeak’s values and strives for equality • Ensure team members understand their roles and responsibilities and work towards achieving their goals.
<p>Key skills and attributes:</p>	<ul style="list-style-type: none"> • A relevant tertiary degree in Planning, Environmental Planning or equivalent • Experienced in the public or private sector with a focus on environmental planning and assessment • Project management experience • A natural problem-solving approach to work • A desire to positively engage with our clients • A current New South Wales Driver’s License • Strong written and verbal communication skills including the ability to write clearly.
<p>Relationships:</p>	<p>Internal relationships comprise of:</p> <ul style="list-style-type: none"> • Directors • General Manager • Team members. <p>External relationships comprise of:</p> <ul style="list-style-type: none"> • Clients • Professional Associates.