

# Principal Consultant

**Alternative titles:**

Manager  
Team Leader  
Office Manager

**Role Purpose:**

Management of small teams and leadership in a manner consistent with the company's vision and values, promoting and contributing to improving project management systems and procedures, reporting and relevant professional standards.

**Accountabilities:**

- Project Director for selected projects and undertake senior level project management including client liaison, and co-ordination of internal and external resources
- Effective management of project budgets, timeframes and resources to ensure effective project delivery
- Monitor own and team targets using positive influence to drive excellent project management processes
- Managing projects and environments that balance the needs and perspectives of multiple stakeholder groups
- Scoping, planning, managing and actively completing projects
- Strategic and targeted marketing and business development
- Peer support for challenging technical and strategic issues
- Team mentoring and development within and across projects is also an important part of this role
- Undertake targeted and effective relationship building, marketing and business development to contribute to business growth
- Final approval for proposals for major projects and engagements
- Critically and constructively review, comment and edit draft and final reports
- Internal review and quality control of reports and proposals

**Experience/Skills:**

- Tertiary qualification in Environmental Science, Engineering or related discipline
- Demonstrated experience designing, managing and delivering projects within agreed objectives and timeline. Emphasis is placed on experience managing teams and budgets
- Highly skilled in stakeholder engagement, particularly managing projects and environments that balance the needs and perspectives of multiple stakeholder groups
- Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines
- Proficient in Microsoft suite of products
- Exceptional verbal and written communication skills
- Established reputation and industry connections including an external profile within industry

**Years' experience:**

10-15 years' experience

**Number of reports:**

Direct: 1-5

Indirect: 5-20