

## Penny Farthing

M: 0428 365 987 | E: [penny.farthing@gmail.com](mailto:penny.farthing@gmail.com)

### Career Profile

As a proud Dhargu (Murra Murra clan) woman studying a Bachelor of Science (Biodiversity, Conservation and Ecological Sciences) and an interest in ecological land management, I have experience as an Environmental Officer and Field Intern working with NGO's and land management organisations. These roles provided me with skills in field survey design, biodiversity, conservation and ecological management. I am now seeking a role with an organisation, committed to land management and conservation, while also actively working to promote and improve environmental outcomes through change, which aligns to my cultural heritage and personal values.

### Education

#### **Bachelor of Science (Biodiversity, Conservation and Ecological Sciences Major)**

The University of Newcastle (Exp Completion - Nov 2021)

#### **Diploma of Conservation and Land Management**

Newcastle TAFE, NSW 2017

### Professional Membership

EIANZ - Student Member 2019, 2020

Environment Institute of Australia & New Zealand

### Environmental Skills

**Ecological Management** - knowledge of Commonwealth and State legislation related to ecology management, including current legislation Biodiversity Conservation Act 2016, previously EPBC Act 1999 and TSC Act 1995

**Ecological Restoration** - experience with native and exotic plant identification, weeding out exotic species of plants using various techniques and chemical spraying in order to restore native communities of plants

**Chemical Handling** - qualified and trained in the preparation, handling, application and storage of chemicals, such as 1/100 glyphosate

### Professional Skills

**Teamwork** - developed while working with professional and multidisciplinary teams in clinical settings and more recently contributing to the Hunter Valley Environmental Service team objectives and goals, as a Volunteer Environmental Officer, which included working collaboratively with NSW National Parks and Wildlife Rangers

**Communication** - written and verbal communication skills utilised in the design of field surveys, report writing and delivery of oral presentations. My ability to communicate openly, succinctly and coherently was recently demonstrated when required to clarify the application of the Biodiversity Conservation Act 2016 to stakeholders, residents and clients during my Internship with Spectrum Ecological Consultants.

**Organisation** - self-management and organisation skills developed early in my career as an Administrator and Receptionist, responsible for managing and completing tasks, planning and prioritising patient appointments. Successfully organised an office declutter campaign, improved records management system at Greenhills Medical Practice which reduced storage fees by 35%.

**Time Management** - ability to meet changing priorities and deadlines, as demonstrated while studying full-time, achieving academically and undertaking a Field Study Internship.

### IT Skills

**Software & Technology** - ESRI ArcGIS, Office 365 (Teams, SharePoint, Outlook, Word, Excel, OneNote)

## **Environmental Experience**

### **Volunteer Environmental Officer**

**Hunter Valley Environmental Services, Cessnock**

**October 2018 – Current**

Volunteer, providing services and information related to ecological restoration dedicated in delivering support to local residents; implementing ground works to fulfill natural resource management within the environment. This requires knowledge and skills related to identifying native and exotic plants, understanding work health and safety procedures (e.g. Safe Work Method Statements), while collaborating with local residents and key stakeholders.

### **Field Survey Intern (18 Weeks)**

#### **Spectrum Ecological Consultants**

**May 2020 – September 2020**

Independently worked to complete ecological surveys and report findings to clients. Skills gained from this experience include project management, client liaison, field survey design and implementation, report writing and the application of Commonwealth and State legislation with regard to ecology.

#### **Responsibilities:**

- Conducted ecological and field surveys, report writing, administration and social media management
- ESRI ArcGIS software to assess likelihood of impact from proposed development
- Report writing and assisting in site inspections, collaborate with a professional team

#### **Key learnings:**

- Ability to undertake ecological surveys using Biobanking Methods.
- Application of legislation e.g. EPBC Act 1999 & TSC Act 1995 (now Biodiversity Conservation Act 2016)
- Ability to work both independently and as part of a team

## **Other Experience**

### **Medical Receptionist**

**Greenhills Medical Practice, Greenhills**

**February 2012 – August 2014**

Worked independently and collaboratively with multidisciplinary teams answering enquiries. Maintained confidential patient records, strictly complying with the Privacy Act 1988. Performed ad hoc tasks, in order to ensure smooth and efficient functioning of the practice, while also providing an exceptional standard of care to patients.

### **Administration Services Co-ordinator**

**The Specialist Centre, St John's Hospital, Maitland**

**February 2010 – January 2012**

Provided clerical support to various departments within the hospital, working with multidisciplinary teams, physiotherapists, clinicians, surgeons and nursing staff. Assisted with patient enquiries and delivered a high standard of customer-focused service in line with St John's core values.

## **Certificates**

Certificate III in Business Administration (Medical)

Cessnock TAFE, NSW 2010

Senior First Aid Certificate

St Johns – Valid 2023

**Referees:** Available on request