



JOB DESCRIPTION FORM



JOB TITLE: Technical Officer	POSITION NUMBER 11195	CLASSIFICATION: Level 3
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AWARD Public Service Award 1992 / PSGOGA 2014	EMPLOYMENT TYPE Permanent, Full time
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DIRECTORATE Collections and Research	TEAM Aquatic Zoology
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POSITION REPORTS TO Research Scientist, SCL3	POSITIONS REPORTING TO THIS POSITION Nil
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PURPOSE OF POSITION

This Technical Officer in Aquatic Zoology is focussed on field management and collections (especially molluscs and other marine invertebrates). Duties include fieldwork management and participation (including organising equipment, permits etc), data management, accessioning and identifying specimens, organising the collections, managing the databases, servicing loan requests, replying to public enquiries, and assisting in research.

CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.

REGISTERED
DEPARTMENT OF CULTURE
AND THE ARTS

INITIALS sjm DATE 18.7.16



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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Manage Aquatic Zoology specimen collections (wet and dry). 2. Manage Aquatic Zoology databases. 3. Accession specimens into collection (including identifying specimens). 4. Service requests for specimen loans and tissues. 5. Assists in preparing and participating in fieldwork. 6. Assists with DNA sequencing 6. Assists with publications, reports and public programs. 7. Liaison with the public, government and industry partners. <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> • Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. • Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> Degree in a relevant discipline Knowledge and experience of collection management principles. Demonstrated ability to work with large databases. Established written and verbal communication skills, and experience working with the public. Demonstrated ability to work at sea. Experience in organising fieldwork <p>Desirable</p> <ol style="list-style-type: none"> Experience with DNA sequencing and/or data. SCUBA diving qualification. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> Research Scientist, Aquatic Zoology Handle queries from external parties (DPaW, consultants, public) with professionalism. Ability to self-manage and work independently with some instruction.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> Working at sea for long periods Managing a large field collection Effective dialogue with a diverse team
	<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act, if not currently held, must be acquired prior to commencement at applicant's expense for permanent appointment). A current 'C' class Drivers Licence or equivalent is required. A current (within six months) National Police Clearance Certificate will be required. Fieldwork will require working outside normal business hours (weekends and evenings).
	<p>LOCATION</p> <p>Welshpool</p>

Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....

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