



JOB DESCRIPTION FORM

JOB TITLE: Manager Molecular Systematics Unit	POSITION NUMBER 13690	CLASSIFICATION: Specified Calling Level 2
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AWARD Public Service Award 1992 / PSGOGA	EMPLOYMENT TYPE Permanent, Full-Time
DIRECTORATE Collections and Research	TEAM Terrestrial Zoology
POSITION REPORTS TO Senior Curator, SCL4	POSITIONS REPORTING TO THIS POSITION Nil

PURPOSE OF POSITION

The incumbent in this position will manage the Western Australian Museum's Molecular Systematics Laboratory and the laboratories in the Harry Butler Research Centre, by providing a safe working environment, liaising with other Museum staff with molecular systematics projects, and undertake original research projects using molecular methods.

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 *SPM* DATE *28.6.17*



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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Ensure the safe and effective operation of the Molecular Systematics Laboratory and the laboratories situated in the Harry Butler Research Centre. 2. Manage all financial aspects of operating the Molecular Systematics Laboratory. 3. Managing equipment and the central purchase of supplies. 4. Provide outreach to the public via the internet, displays and talks. 5. Maintain a digital depository of sequence data. 6. Liaise with other Museum staff and provide advice on issues relating to molecular systematics. 7. Undertake research on selected fauna, either in isolation or in collaboration with other staff. 8. Seek external research funding for molecular systematics projects. 9. Contributing to Museum policy development on molecular research and tissue collections. 10. Other duties as required with respect to the skills, knowledge and abilities of the employee. 	<p>Compliance and Legislative Knowledge</p> <ol style="list-style-type: none"> 1. Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation. 2. 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"> 1. Ph.D. or equivalent experience in the field of molecular biology and its application to whole organism systematics, ecology and evolution. 2. Demonstrated employment experience in molecular laboratories. 3. Demonstrated ability to manage biological tissue collections. 4. Demonstrated experience in managing financial budgets. 5. Demonstrated expertise in the molecular systematics of at least one group of animals. 6. Demonstrated expertise in the maintenance and analysis of large molecular datasets. 7. Highly developed and wide-ranging written and verbal communication skills as demonstrated by research and popular publications, lectures, talks, etc. to a variety of audiences. 8. Demonstrated ability to communicate research results to the public through popular publications, exhibition and educational programs, and to participate enthusiastically in other Museum public programs. 9. Demonstrated ability to publish scientific research articles dealing with molecular systematics in high-ranking scientific journals. <p>Desirable</p> <ol style="list-style-type: none"> 1. Demonstrated knowledge of museum collections management practices. 2. Demonstrated experience in liaising and communicating with team members 3. Demonstrated high-level knowledge of major molecular systematics software. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Staff in Terrestrial Zoology and Aquatic Zoology. 2. Staff in New Museum Project.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Ability to work in a team environment.
	<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. May be on call outside hours to attend to equipment failure. 2. Australian citizenship or permanent resident. 3. A current "C" Class Drivers Licence or equivalent. 4. A Current (within 6 months) National Police Clearance certificate.
	<p>LOCATION</p> <p>Perth Metropolitan. Currently located at Welshpool.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p style="text-align: center;">REGISTERED</p> <p style="text-align: center;">DEPARTMENT OF CULTURE AND THE ARTS</p> <p>INITIALS <i>Sjm</i> DATE <i>28.6.17</i></p> </div>

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

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