



Geoscience Support Officer Joe Lord Core Library Kalgoorlie - Level 3 (MIS24262)

Group:	<i>Resource and Environmental Regulation</i>	Location:	<i>R-Kalgoorlie</i>
Division/Directorate:	<i>Geoscience</i>	Supervises:	<i>0</i>
Branch:	<i>Geoscience Mapping and Critical Mineral Systems</i>	Reports to:	<i>Core Librarian</i>
Section:	<i>Geoscience Mapping</i>		

Operational Context

Within the Resource and Environmental Regulation Group, the Geological Survey and Resource Strategy Division (GSRSD) is responsible for the facilitation of investment through the provision of geoscience data and products and for setting strategic resource policy. The division manages the Abandoned Mines Team and the Exploration Incentive Scheme. The division also provides information and products to support the approval of mining tenements and petroleum titles and other related legislative compliance processes.

Role Overview

This position undertakes manual handling of core and other materials, processes samples according to the protocols and provides inspection services for stakeholders. The role also prepares equipment, assists geoscientists in the field and works as a team member to facilitate the safe and efficient operation of the Core Library and Field Logistics.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Undertakes manual handling of drill core and other materials and processes material from receipt to archive according to established protocols.
 - Participates in planning and preparation for field trips and assists geoscientists with field activities and associated logistics.
 - Prepares, inspects, maintains and uses vehicles and equipment (mechanical and electronic). Recommends the purchase of new equipment and supplies.
 - Promotes and facilitates safe work practices and contributes to hazard management and risk assessments.
 - Maintains accurate records on established databases.
 - Works collaboratively and contributes to the safe and efficient operation of the Core Library and Field Operations service.
-
-

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Physical capacity to undertake manual handling of drill core and other materials and to participate in field trips.
- Ability to perform clerical and store functions and maintain accurate records.
- Demonstrate current knowledge and understanding of work health and safety policies and principles.
- Experience in the safe operation of 4WD vehicles in off-road conditions.
- Ability to work effectively in a team and to provide efficient and courteous customer service.
- Ability to use light machinery and to obtain a forklift licence.
- Ability to obtain a Dogging Licence.
- Ability to obtain a Vehicle Loading Crane (CV or Hiab) licence.
- Desirable
 - A Medium Rigid (MR) Licence
 - Experience with ICT and digital field technology (e.g. drones)

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Embody The Spirit of Public Service** - You promote and show respect for the sector in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the sector.
- **Deliver on High Leverage Areas** - You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
- **Think Through Complexity** - You are accountable and take responsibility for your decisions and actions.
- **Lead Collectively** - You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
- **Dynamically Sense The Environment** - You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach.
- **Lead Adaptively** - You participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.
- **Build Capability** - You provide technical and professional support to your peers, making time to mentor others in your team.

This position reports to:

Core Librarian

Position No: MIS24069

Classification: L5

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check
- Base Line Hearing Test
- Medical Check
- C Class Drivers Licence - Manual

Approved Date

07-APR-2026