



# Job Description Form

## Position Details

<b>Position Title:</b> Science Officer	<b>Position Number:</b> DBCA3143639	<b>Level:</b> Specified Calling Level 1
<b>Division:</b> Biodiversity and Conservation Science (BCS)	<b>Branch:</b> Biodiversity Information Office (BIO)	<b>Section:</b>
<b>Employment Agreement:</b> PSA 1992 / PSCA 2024	<b>Location:</b> Kensington	<b>Effective Date:</b> 25 May 2026

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



**Integrity**  
*Commitment to knowing and doing what is right*



**Collaboration**  
*Commitment to team, partnership and the support of others*



**Accountability**  
*Commitment to being transparent, taking ownership and personal responsibility*



**Respect**  
*Commitment to the respect of people, culture and place*



**Excellence**  
*Commitment to quality, innovation and continuous improvement*

## Reporting Relationships

<b>Position Title</b> Science Data Lead	<b>Level/Grade</b> Level 6	⇐	<b>Position title</b> Science Officer Science Officer	<b>Level</b> SCL1 SCL1
↑				
<b>Responsible to</b>				
<b>This position</b>				
↑				

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
NA		

## About the Role

The Biodiversity Information Office (BIO) has been created as a collaborative unit, funded by the State Government, to enable innovative development and delivery of systems to capture, curate and report biodiversity data. This requires BIO to work closely with the Western Australian Herbarium and Western Australian Museum to integrate these systems with taxonomic names management infrastructure, and to ingest collections data.

This position is responsible for applying scientific knowledge relating to biodiversity and taxonomy to inform and support BIO's technological processes of data ingestion, data curation, and data delivery functions. The position is also responsible for communication between BIO and specialist data custodians in the domains of

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biodiversity and taxonomy, for example within the Western Australian Herbarium, Western Australian Museum and other DBCA business units.

*Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.*

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## **Responsibilities:**

### **APPLICATION OF SCIENTIFIC KNOWLEDGE AND TECHNICAL SKILLS (50%)**

1. Jointly, with other BIO Science Officers, undertakes quality control of the application of taxonomic names to BIO's data collection.
2. Jointly, with other BIO Science Officers, co-ordinates BIO's work on biodiversity data standards, including application of standards to BIO's data collection, and monitoring of interjurisdictional developments in the field.
3. Applies scientific knowledge and data governance practices to assist BIO's data engineering team in developing documentation and data management processes, where these relate to the scientific and technical aspects of biodiversity data management and taxonomic names.

### **COLLABORATION AND COMMUNICATION (35%)**

4. Maintains scientific knowledge of herbarium and museum practices, and coordinates communication between BIO and biodiversity science and taxonomy specialists at the Western Australian Herbarium and Museum.
5. Coordinates communication between BIO and biodiversity science experts and data custodians in other DBCA business units.
6. Maintains awareness of upcoming biodiversity data management process and system changes in DBCA that may affect data flows between and BIO and relevant DBCA business units and contributes to the development of solutions.
7. Jointly, with other BIO Science Officers, maintains a detailed understanding of biodiversity data flows between BIO and other departmental and external systems (including knowledge of the underlying scientific processes and techniques that generate this data), and assists BIO in identifying potential efficiencies and opportunities for integration.
8. Responds to internal and external inquiries from BIO data users where scientific knowledge is required.
9. Assists BIO's data engineering team in working with data providers and custodians on matters relating to the scientific and technical aspects of biodiversity data management and taxonomic names

### **BUSINESS SUPPORT AND INNOVATION (15%)**

10. Provides the Science Data Lead with expert advice on scientific and technical aspects of biodiversity data management and taxonomic names management to inform policy discussions with other jurisdictions.
11. Contributes to the identification of process improvements, emerging biodiversity data management practices, and other opportunities that will enhance the performance and capability of the BIO business unit.
12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training, and level of experience.
13. Undertakes other duties as directed.

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### Selection Criteria

**Applicants should address the following 4 criteria. These should be addressed in no more than 3 pages in total.**

1. Demonstrated experience in the management of biodiversity data and/or science data quality assurance practices.
2. Working knowledge of taxonomic nomenclature and terminology.
3. Well-developed ability to communicate and negotiate effectively with a range of audiences, including the ability to effectively convey scientific concepts to stakeholders with a non-scientific background.
4. Well-developed ability to work effectively in a team environment to maintain collaborative working relationships and achieve common goals.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**


5. Bachelor of Science degree qualification in a relevant discipline.
6. Well-developed verbal and written communication skills.
7. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
9. Familiarity with one or aptitude for learning: Data management systems eg relational or NoSQL databases or data science-based tools eg python (DESIRABLE)
10. Familiarity with collections management and/or taxonomic names management systems in an herbarium or museum context. (DESIRABLE)
11. Familiarity with Western Australian flora and/or fauna. (DESIRABLE)
12. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training, and level of experience. (DESIRABLE)

**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Personal Leadership](#).

### Other position-related information

<b>Position Status - Permanent</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FTE:100%</b>
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	
<b>Current WA Driver's Licence or equivalent</b> (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>	
<b>Allowance and Special Conditions</b> <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

### Certification

Verified by: Recruitment and Establishment Section  
Registered JDF  
  
25 May 2026