



Geoscience Support Officer Perth Core Library - Level 3 (MIS24256)

Group:	<i>Dept of Mines, Petroleum and Exploration</i>	Location:	<i>Carlisle</i>
Division/Directorate:	<i>Geological Survey and Resource Strategy</i>	Supervises:	<i>0</i>
Branch:	<i>Title and Geoscience Services</i>	Reports to:	<i>Core Librarian</i>
Section:	<i>Perth Core Library</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 Operations.

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 materials from receipt to archive according to established protocols.
 - Provides core inspection services for stakeholders.
 - Maintains accurate records on established databases.
 - Uses, inspects and maintains equipment, recommends purchase of new equipment and supplies as required.
 - Promotes and facilitates safe work practices and contributes to hazard management and risk assessments.
 - Works constructively and contributes to the safe and efficient operation of the Core Library (and Field Operations when required).
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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.
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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.
- Ability to perform clerical and store functions and maintain accurate records.
- Ability to use light machinery and to obtain a forklift licence.
- Demonstrate current knowledge and understanding of work health and safety policies and principles.
- Ability to work effectively in a team and to provide efficient and courteous customer service.

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:

- **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.
 - **Think Through Complexity** - You are accountable and take responsibility for your decisions and actions.
 - **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.
 - **Deliver on High Leverage Areas** - You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
 - **Build Capability** - You provide technical and professional support to your peers, making time to mentor others in your team.
 - **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.
 - **Lead Adaptively** - You participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.
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This position reports to:

Core Librarian

Position No: MIS24068

Classification: L6

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
- Current Western Australian C or C-A class drivers licence or equivalent

Approved Date

17 – DEC – 2024