



# JOB DESCRIPTION FORM

The Department of Parks and Wildlife has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich people's lives.

## 1. Position Details

<b>Position Title:</b> Principal Research Scientist (Herbarium Curator)			
<b>Effective Date:</b> 3 December 2015	<b>Position Number</b> DPW3030581	<b>Level/Grade</b>	<b>Specified Calling Level</b> SCL4
<b>Services</b>	<b>Division</b> Science and Conservation	<b>Branch</b> Plant Science and Herbarium Program	
<b>Section</b> Western Australian Herbarium	<b>Location</b> Kensington	<b>Agreement</b> PSA 1992 / PSGOGA 2014	

## 2. Reporting Relationships

<b>Position Title</b> Director, Science and Conservation	<b>Level/Grade</b> C2
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Responsible to

<b>Position Title</b> Program Leader Plant Science and Herbarium, Senior Principal Research Scientist	<b>Level/Grade</b> SC Level 5
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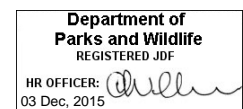
Responsible to

<b>This position</b>
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Officers under *direct* responsibility

<b>Position Title</b> Senior Research Scientist (x4) Research Scientist (x2) Collection Manager Technical Officer (x2)	<b>Level/Grade</b> SCL3 SCL2 Level 5 Level 4/Level 3	<b>Approx. no. FTEs supervised</b> 10
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Other offices reporting directly to this office

<b>Position title</b> Senior Research Scientist (x1) Research Scientist (x4) Technical Officer (x1)	<b>Level/Grade</b> SCL3 SCL2/SCL1 Level 4
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## 3. Role and Scope

Brief outline of key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under minimal direction and guidance:

Plans, coordinates and implements the curation of Herbarium collections, coordinates Herbarium electronic information systems, carries out taxonomic and systematic research and provides expert scientific advice on these matters with minimal direction. Manages and leads the Herbarium scientific, curatorial and informatics staff, and associated budget and expenditure.

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#### 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under minimal direction and guidance:

##### **Manages Herbarium plant collection curation and Herbarium electronic information systems**

1. Plans, co-ordinates, supervises and implements the curation of plant collections in the Western Australian Herbarium.
2. Coordinates and advises on the development and maintenance of electronic information systems and databases relevant to the Herbarium collections.

##### **Conducts taxonomic and systematic scientific research, and provides advice on conservation status of Western Australian plants**

3. Maintains up-to-date knowledge of taxonomic literature and carries out taxonomic and systematic research on the Western Australian flora.
4. Prepares reports, research and/or technical papers and publishes in recognized journals.

##### **Manages Herbarium staff and budgets**

5. Manages and leads the Herbarium scientific, curatorial and other technical and informatics staff.
6. Manages Herbarium budgets and expenditure.

##### **Provides expert advice and participates in extension and educational programs**

7. Provides expert advice and guidance to Departmental staff and other agencies in matters relating to the Western Australian Herbarium and its role in the curation and incorporation of plant collections, identification of specimens and information systems, and taxonomic research.
8. Participates in extension and education programs, communicates broadly with the community and education bodies, and provides information and advice to national and international organisations.
9. Provides expert scientific input to the Department's strategic planning process

##### **Other**

10. Undertakes other duties as directed.
11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

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## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following six criteria in a written application. These should be addressed in no more than 6 pages.

1. A Bachelor's degree in biological science from a recognized university, or an approved equivalent qualification.
2. Extensive experience in planning, coordinating and implementing the curation of biological collections, preferably Herbarium collections.
3. Extensive relevant post-graduate experience in taxonomic and systematic research or related discipline, with a strong publication record in national and/or international journals.
4. Demonstrated ability to provide strategic direction for biological collections and research in a conservation context.
5. Demonstrated ability in the use of electronic information systems and the establishment and maintenance of databases, especially as they relate to biological collections.
6. Demonstrated ability to communicate effectively with agencies, non-government organisations, the public, and education bodies.

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

7. Demonstrated ability to prepare budgets and manage expenditure
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Demonstrated ability to manage and lead a team.
10. 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)**

## Our values

In all of our work we will be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*; and we will always *Act with the highest integrity*. For the purposes of this recruitment process, behaviours that reflect some or all of the above departmental values are included as selection criteria for this position, and the applicable values are listed below as **Essential** and/or **Desirable** criteria.

### Desirable:

*Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.*

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below :	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if this position requires a Working with Children check – refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>