



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Technical Officer	<b>POSITION NUMBER</b> 13658	<b>CLASSIFICATION:</b> Level 3
----------------------------------------	---------------------------------	-----------------------------------

<b>AWARD</b> Public Service Award 1992 / PSGOGA	<b>EMPLOYMENT TYPE</b> Permanent, Full-Time
<b>DIRECTORATE</b> Collections and Research	<b>TEAM</b> Aquatic Zoology
<b>POSITION REPORTS TO</b> Head of Department Aquatic Zoology, SCL4	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil

**PURPOSE OF POSITION**

This position undertakes a range of activities associated with the development, management and use of the Museum's Aquatic Zoology collections. The role includes managing the collections databases, loans of collection items and undertaking routine work associated with the collections generally. This position is responsible for organising logistics associated with fieldwork, including liaison with communities, participating in fieldwork, organising equipment and supplies, overseeing the packing and transport of specimens and monitoring safety requirements. Conducting and assisting with collections research for publication is another responsibility which requires the occupant of the position to maintain and develop current knowledge and expertise in Aquatic Zoology.

**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.

<b>REGISTERED</b> DEPARTMENT OF CULTURE AND THE ARTS INITIALS <u>spm</u> DATE <u>8.3.17</u>
------------------------------------------------------------------------------------------------------



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Technical Officer	<b>POSITION NUMBER</b> 13658	<b>CLASSIFICATION:</b> Level 3
----------------------------------------	---------------------------------	-----------------------------------

## STATEMENT OF DUTIES

### 1. Collections Development and Management.

- Undertakes routine work (preparation, preservation, documentation, identification and registration of specimens) and co-manages the Aquatic Zoology collections.
- Manages, updates and maintains electronic collection databases and undertakes searches for internal and external clients
- Prepares specimen loans, sends loan reminders and processes returned loans (according to legislative requirements).
- Orders equipment, stores and chemicals as required for collection management.
- Takes images, X-rays and scanning electron micrographs as required.
- Contributes to the development of the taxonomy and collections policy.
- Provides advice, support and on-the-job training in the use of the collection for less experienced staff and students in museum procedures (laboratory, fieldwork, collections).

### 2. Fieldwork and Research.

- Organises the logistics of fieldwork, including permissions, equipment, liaison with external agencies, accommodation, transportation of specimens and equipment ensuring any local community requirements are met.
- Participates in fieldwork and maintains current training for fieldwork.
- Prepares Health Safety and Environment (HSE) forms for each fieldwork trip if required.
- Assists and co-authors in the publication of scientific reports, papers and presentations if required.
- Builds and maintains knowledge of selected faunal knowledge groups to support the functions of the Aquatic Zoology Department.

### 3. Public Programs.

- Contributes to the preparation of exhibitions, educational and interpretative programs, including the New Museum Project.
- Provides display material and specimen information as required.
- Provides advice to visiting scientists regarding collections and fieldwork.
- Responds to and provides specialised information to the public and scientists as required.
- Supervises and works with volunteers, honorary associates and less experienced staff involved in projects
- Provides input into environmental impact assessments.

### 4. Other.

- Maintains a safe and healthy work environment; investigates or advises of potential hazards to OH&S committee; or to make improvements to remove hazards.
- Other duties as required with respect to the skills, knowledge and abilities of employee.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

### Compliance and Legislative Knowledge

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.

<b>REGISTERED</b>	
DEPARTMENT OF CULTURE AND THE ARTS	
INITIALS <i>SJM</i>	DATE <i>8.3.17</i>



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Technical Officer	<b>POSITION NUMBER</b> 13658	<b>CLASSIFICATION:</b> Level 3
----------------------------------------	---------------------------------	-----------------------------------

<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. A degree with a major in aquatic zoology or a relevant discipline.</li> <li>2. Experience in museum technical tasks, in particular, with aquatic animals.</li> <li>3. Experience with database skills.</li> <li>4. Knowledge of museum practices, particularly collections management, electronic storage and retrieval systems.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Ability to develop molecular skills in aquatic animals.</li> <li>2. Good knowledge of relevant software including word and data processing.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Head of Department Aquatic Zoology.</li> <li>2. Staff within the Aquatic Zoology.</li> <li>3. Staff across Museum.</li> <li>4. Stakeholders and public.</li> </ol>
	<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Ability to work in a team environment.</li> </ol>
	<p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Australian citizen or permanent resident.</li> <li>2. 'C' Class Drivers Licence.</li> <li>3. Scientific Diving Qualifications.</li> <li>4. Ability to undertake fieldwork away from Perth.</li> <li>5. Current (within 6 months) National Police Clearance Certificate.</li> </ol>
	<p><b>LOCATION</b></p> <p>Welshpool</p>

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

**REGISTERED**  
DEPARTMENT OF CULTURE  
AND THE ARTS

INITIALS *SJM* DATE 8.3.17