



Job Description Form

1. Position Details

Position Title: Herbarium Collections Manager			Position Number DBCA1680742
Level/Grade L5	Specified Calling Level	Agreement PSA 1992/PSGOCSAGA 2017	Effective Date 10 June 2019
Division Biodiversity and Conservation Science		Branch Herbarium	
Section Flora Conservation and Herbarium		Location Kensington	

2. Reporting Relationships

Position Title Principal Research Scientist	Level/Grade SCL 4
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Responsible to

Position Title Principal Research Scientist (Herbarium Curator)	Level/Grade SCL 4
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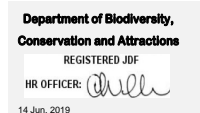
Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Curation Technician	4	3.7
Database Management Officer	3	
Loans Officer	3	
Technician (Volunteer supervisor)	2	



Other offices reporting directly to this office

Position title	Level/Grade
Senior Research Scientists (x4)	SCL3
Research Scientist (x2)	SCL2
Collection Manager	L5
Senior Technical Officer	L4
Technical Officer (x2)	L3

3. Role and Scope

This is a brief outline of the 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:

Manages the State Collection of plants and fungi, the research facility, visitor access and volunteer programs.

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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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 (%).

Manage and coordinate the Herbarium Collection Programs

1. Manages herbarium curation financial allocation including procurement.
2. Develops and implements policies and procedures for the management of the State's plant collection.
3. Manages the general care and maintenance of specimens in the Research Collection, ancillary collections and Reference Herbarium.
4. Manages specimen preparation (mounting, labelling, databasing, incorporation).
5. Manages research curation, ensuring currency of specimen label and specimen folder names in accordance with the State Census.
6. Manages incoming and external specimen loan program, exchange program and destructively sampling processes.

Manages the Facility and access to the Research Collection

7. Manages the Integrated Pest Management Plan.
8. Manages visitor access to the Research Collection.
9. Maintains adequate and safe specimen storage.

Manage and coordinate the Herbarium Volunteer Program

10. Manages the recruitment, retention, projects and pastoral care of Herbarium volunteers.
11. Manages the collation of herbarium volunteer statistics for the Department.

Other

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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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 five pages in total.

1. Tertiary qualification in a relevant discipline.
2. Extensive herbarium experience and knowledge of herbarium curation procedures.
3. Working knowledge and use of herbarium database systems.
4. Working knowledge of plant taxonomy.
5. Demonstrated project management skills including financial management.
6. Well-developed team building, leadership and communication skills.

The following criterion will be assessed at some stage of the process. The desirable criteria will be assessed as required:

7. Understanding of occupational safety and health, and equity and diversity principles and practices.
8. Understanding of current issues of flora conservation. **(Desirable)**
9. Familiarity with Western Australian flora. **(Desirable)**
10. Working knowledge of Government Procurement Protocols. **(Desirable)**
11. Current motor vehicle drivers license. **(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))**.

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Desirable:

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

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions 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:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<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
Signature:	Signature:
Date:	Date: