



## Job Description

<b>Position Title:</b>	Senior Geoscience Support Officer	<b>Classification:</b>	Level 3
<b>Position Number:</b>	MIS19245	<b>Location:</b>	Carlisle
<b>Division/Group:</b>	Resource and Environmental Regulation	<b>Supervises:</b>	0
<b>Branch/Section:</b>	Geoscience and Titles Information	<b>Reports to:</b>	Supervisor Field Logistics

### Operational Context

Within the Resource and Environmental Regulation Group the Geological Survey and Resource Strategy Division is responsible for strategic resource policy setting and the facilitation of investment through the provision of geoscience data and products. The division manages the Exploration Incentive Scheme including the co-funded drilling program.

### Role Overview

The Senior Geoscience Support Officer assists the Supervisor Field Logistics with all administrative and other field logistic support services. This position liaises with geoscientists to provide logistics in support of their field activities and promotes safe work practices and contributes to hazard management and risk assessments.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Under limited supervision manage the vehicle monitoring and field asset databases including the acquisition, maintenance and quality control of data entry.
- Provide logistic field support to geologists in the field
- Maintain and uses field equipment appropriately and recommends the purchases of new equipment and supplies.
- Promote safe work practices and contributes to hazard management and risk assessments.
- Prepare and inspect vehicles, caravans and trailers for field excursions.
- Assist in training staff in the safe operation of 4-wheel drive vehicles and associated equipment and in high frequency radio communications.
- Assist in the supervision of seasonally employed field assistants.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

### What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated experience in remote, field-based activities including the use of communications equipment and the operation of 4-wheel vehicles
- A good understanding of geological mapping field practices.
- Experience in data entry and maintaining databases supporting field activities.

### Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Understands the need for accuracy and meeting timelines.
- Drafts a range of written documents, policies, procedures and reports.

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### ***What are the Job reporting relationships?***

This position reports to: Supervisor Field Logistics

Supervisor Position No: 00108625      Classification: L4

#### **Positions reporting to this Job:**

This position has no direct reports

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### ***What are the pre-employment requirements for this Job?***

- 'C' Class Drivers Licence
- Forklift Licence
- National Police Clearance
- Pre-employment Medical

#### **Approved Date**

07-OCT-2019