

Job Description Form

1. Position Details

Position Title Technical Officer - Herbarium			Position Number DBCA3002990
Level/Grade L2	Specified Calling	Agreement PSA 1992/PSGOCSAGA 2017	Effective Date 1 March 2020
Division Biodiversity and Conservation Science		Branch Herbarium	
Section Plant Science and Herbarium		Location Kensington	

2. Reporting Relationships

Position Title Collections Manager	Level/Grade 5
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 Registered JDF
Establishment and Recruitment Officer
28 February 2020

↑
Responsible to

Position Title Database Management Officer	Level/Grade 3
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Other offices reporting directly to this office

Position title	Level

↑
Responsible to

This position

↑
Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
NIL		

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:

- Under general guidance, interprets, inputs and validates data into the Western Australian Herbarium collections database, and designs and develops specialized reports. Undertakes curation and maintenance of Herbarium collections.

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 (%).

Under immediate direction of the Database Management Officer:

Database entry (60%)

1. Database and edit specimen metadata in collections management database as directed.
2. Liaise with Departmental staff on database inquiries.
3. Supervise database officers and volunteers as required.

Under supervision of the Curation Technician:

Curation (35%)

4. Provide research curation of herbarium specimens to align with accepted outcomes of taxonomic research.
5. Provides general care and maintenance of herbarium collections as directed.
6. Liaise with Departmental staff on curatorial inquiries.
7. Supervise technical officers and volunteers as required.

Other (5%)

8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
 9. 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 4 criteria. These should be addressed in no more than three pages in total.

1. Demonstrated experience in the use of database systems, report design, and other information technology.
2. Experience with botanical nomenclature and botanical terminology.
3. Highly developed key board skills.
4. Knowledge of herbarium best practice, procedures and protocols.

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

5. Well developed written and verbal communication skills.
6. Ability to work as part of a team.
7. Demonstrated time management skills.
8. Understanding of occupational, safety and health, and equity and diversity principles and practices.
9. Demonstrated knowledge of the flora of Western Australia (**DESIRABLE**).
10. Experience with photography and computer manipulation of digital photographs (**DESIRABLE**).
11. 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 FTE		
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.	n/a		
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		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	311413		

7. Certification

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

Branch/Division Head	Director General
Signature: 	Signature:
Date: 27/2/20	Date: