

# Job Description Form

## 1. Position Details

<b>Position Title</b> Technical Officer			<b>Position Number</b> DBCA3139220
<b>Level/Grade</b> 2	<b>Specified Calling</b> n/a	<b>Agreement</b> PSA 1992/PSCA 2019	<b>Effective Date</b> 22 September 2021
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b> Herbarium	
<b>Section</b> Plant Science and Herbarium		<b>Location</b> Kensington	

## 2. Reporting Relationships

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

<b>Position Title</b> Senior Research Scientist	<b>Level/Grade</b> SCL 3
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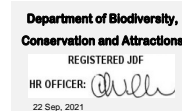
Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
N/A		



Other offices reporting directly to this office

Position title	Level

## 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:

Work under general guidance of research staff at the Western Australian Herbarium to mobilise existing taxonomic information on assorted genera in Myrtaceae for publication via the Flora of Australia and other online portals. Undertakes curation and maintenance of Herbarium collections and associated data.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

<b>Position Title</b> Technical Officer			
<b>Position No.</b> DBCA3139220	<b>Level/Grade</b> Level 2	<b>Specified Calling Level</b>	<b>Effective Date</b> 22 September 2021

#### 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 the supervision of Senior Research Scientists:

1. Create species profiles on the online Flora of Australia platform by transferring existing taxonomic data, capturing supplementary information, and linking key literature.
2. Update descriptive information on Florabase and identification keys.
3. Acquire, edit and curate images.

##### Under the supervision of Collections Manager or Curation Supervisor:

4. Carry out specimen databasing, editing, digitization and incorporation.
5. Perform geospatial data validation.

##### Other:

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

<b>Position Title</b> Technical Officer			
<b>Position No.</b> DBCA3139220	<b>Level/Grade</b> Level 2	<b>Specified Calling Level</b>	<b>Effective Date</b> 22 September 2021

## 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 four (4) criteria. These should be addressed in no more than two (2) pages in total.

1. Demonstrated experience in use of taxonomic literature, scientific names and botanical terminology.
2. Demonstrated experience in use of database systems and standard software applications.
3. Experience in herbarium best practices, procedures and protocols.
4. Working knowledge of online sources of authoritative information on the Australian flora.

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. Highly developed key board skills.
7. Demonstrated time management skills.
8. Ability to work effectively in a team.
9. Understanding of occupational, safety and health, and equity and diversity principles and practices.
10. Demonstrated knowledge of the flora of Western Australia (DESIRABLE).
11. Understanding of spatial data and geographical software applications (DESIRABLE).
12. Photography and image editing skills (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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<b>Position No.</b> DBCA3139220	<b>Level/Grade</b> Level 2	<b>Specified Calling Level</b>	<b>Effective Date</b> 22 September 2021

## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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.	0.6 FTE for 2 years with the possibility of extension		
<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 appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> 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		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	311413
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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: 21/9/21	Date: