


Job Description Form

1. Position Details

Position Title Science Officer (Fauna)		Position Number DBCA3143639	
Level/Grade	Specified Calling Level 1	Agreement PSA 1992 / PSCA 2021	Effective Date 3 March 2022
Division Biodiversity and Conservation Science (BCS)		Branch Not applicable	
Section Biodiversity Information Office (BIO)		Location Kensington; Welshpool (Western Australian Museum Research and Collections Centre)	

2. Reporting Relationships

Position Title Executive Director, BCS	Level/Grade Class 2	Personnel Services Section Registered JDF 3 March 2022 										
↑												
Responsible to												
Position Title Manager, BIO	Level/Grade Level 8	Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Technical Lead (Data Specialist)</td> <td>L7</td> </tr> <tr> <td>Business Analyst / Principal Project Officer</td> <td>L7</td> </tr> <tr> <td>Senior Software Engineer (Design Specialist)</td> <td>L7</td> </tr> <tr> <td>Science Officer (Flora)</td> <td>SCL1</td> </tr> </tbody> </table>	Position title	Level	Technical Lead (Data Specialist)	L7	Business Analyst / Principal Project Officer	L7	Senior Software Engineer (Design Specialist)	L7	Science Officer (Flora)	SCL1
Position title	Level											
Technical Lead (Data Specialist)	L7											
Business Analyst / Principal Project Officer	L7											
Senior Software Engineer (Design Specialist)	L7											
Science Officer (Flora)	SCL1											
↑												
Responsible to												
This position												
↑												
Officers under direct responsibility												
Position Title Nil	Level/Grade	Approx. no. FTEs supervised										

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:

This position is responsible for applying scientific knowledge relating to biodiversity and taxonomy to inform and support BIO's data ingestion, data curation, and data delivery functions. The position is also responsible for communication between BIO and specialist data custodians in the domains of biodiversity and taxonomy at the Western Australian Museum. This team member will be co-located across DBCA's offices in Kensington and the Western Australian Museum's Welshpool facility.

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 (%).

APPLICATION OF SCIENTIFIC KNOWLEDGE (45%)

1. Jointly, with Science Officer (Flora), undertakes quality control of the application of taxonomic names to BIO's data collection.
2. Jointly, with Science Officer (Flora), co-ordinates BIO's work on biodiversity data standards, including application of standards to BIO's data collection, and monitoring of interjurisdictional developments in the field.
3. Applies scientific knowledge to assist BIO's data engineering team in the ingestion, curation, and delivery of biodiversity data in matters relating to the scientific and technical aspects of biodiversity data management and taxonomic names.
4. Applies scientific knowledge to assist BIO's data engineering team in developing documentation and data management processes, where these relate to the scientific and technical aspects of biodiversity data management and taxonomic names.

COLLABORATION AND COMMUNICATION (45%)

5. Maintains scientific knowledge of museum practices, and coordinates communication between BIO and biodiversity science and taxonomy specialists at the Western Australian Museum.
6. Supports scientists and other staff at the Western Australian Museum in the implementation and enhancement of BIO developed taxonomic names management software, assisting with testing, documentation, process design, and training as required.
7. Maintains awareness of upcoming biodiversity data management process and system changes in the Western Australian Museum that may affect data flows between the Western Australian Museum and BIO, and contributes to the development of solutions.
8. Jointly, with Science Officer (Flora), maintains a detailed understanding of biodiversity data flows between BIO and other departmental and external systems (including knowledge of the underlying scientific processes and techniques that generate this data), and assists BIO in identifying potential efficiencies and opportunities for integration.
9. Responds to internal and external inquiries from BIO data users where scientific knowledge is required.
10. Assists BIO's data engineering team in working with data providers on matters relating to the scientific and technical aspects of biodiversity data management and taxonomic names.

BUSINESS SUPPORT AND INNOVATION (10%)

11. Provides the BIO Manager with advice on scientific and technical aspects of biodiversity data management and taxonomic names management to inform policy discussions with other jurisdictions.
12. Contributes to the identification of process improvements, emerging biodiversity data management practices, and other opportunities that will enhance the performance and capability of the BIO business unit.
13. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training, and level of experience.
14. 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 four criteria. These should be addressed in no more than four pages in total.

1. Demonstrated experience in the management of biodiversity data.
2. Working knowledge of taxonomic nomenclature and terminology.
3. Well-developed ability to communicate and negotiate effectively with a range of audiences, including the ability to effectively convey scientific concepts to stakeholders with a non-scientific background.
4. Well-developed ability to work effectively in a team environment to achieve common goals.

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

5. A Bachelor of Science degree qualification in a relevant discipline.
6. Well-developed verbal and written communication skills.
7. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
8. Familiarity with collections management and/or taxonomic names management systems in an herbarium or museum context. **(DESIRABLE)**
9. Familiarity with Western Australian flora and/or fauna. **(DESIRABLE)**
10. 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

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

- 11 Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**. **(DESIRABLE)**

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 i.e. 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
COVID-19 Vaccination An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	<input checked="" type="checkbox"/> Yes <input 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: <i>Margaret Syle</i>	Signature:
Date: <i>21/2/22</i>	Date: