



# Job Description Form

## 1. Position Details

<b>Position Title</b> Senior Technical Officer			<b>Position Number</b> DBCA3158920
<b>Level/Grade</b> L4	<b>Specified Calling</b>	<b>Agreement</b> PSA 1992 / PSCA 2022	<b>Effective Date</b> 18 January 2024
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b>	
<b>Section</b> Marine Science Program		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Marine Science Program Leader	<b>Level/Grade</b> SC4	Recruitment and Establishment Section <i>CB</i> Registered JDF 18 January 2024	
↑		<b>Other offices reporting directly to this office</b>	
<b>Responsible to</b>		<b>Position title</b>	<b>Level</b>
<b>Position Title</b> Research Scientist	<b>Level/Grade</b> SC 2		
↑			
<b>Responsible to</b>			
<b>This position</b>			
↑			
<b>Officers under <i>direct</i> responsibility</b>			
<b>Position Title</b>	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>	
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## 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:

<p>Under the general direction of the Research Scientist:</p> <ul style="list-style-type: none"> <li>Provides technical and field support for marine monitoring, research and science communication for the conservation of Western Australia’s marine biodiversity.</li> <li>Manages the operation of the Marine Science Program image laboratory, including data management, task allocation and oversight of all users.</li> <li>Organise and lead fieldwork to remote locations.</li> </ul>
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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 (%).

##### Research and Monitoring (80%)

1. Undertakes sample/image processing, quality assurance and control, and manages datasets.
2. Manages and maintains field and laboratory equipment and investigates advances in equipment technology.
3. Assists in the implementation of marine research and monitoring projects.
4. Organises and leads/assists in planning and undertaking fieldwork for marine research and monitoring.
5. Coordinates and trains volunteers, students and junior technical staff, as required.
6. Manages the overall operation of marine science laboratories.

##### Advice and Communication (15%)

7. Writes standard operating procedures, technical reports, and assists in the publication of scientific results in reports, online platforms and peer-reviewed science journals.
8. Contributes to the development of written and audio-visual communication products.
9. Provides technical advice on marine research and monitoring.

##### Other (5%)

10. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training, and level of experience.
11. Undertakes other duties as directed by the Marine Science Program Leader.

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**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 5 criteria. These should be addressed in no more than three (3) pages in total.**

1. Considerable knowledge of marine ecosystems and experience identifying tropical and/or temperate fish communities (Essential), and benthic communities (Desirable).
2. Experience coordinating an image laboratory and providing technical support to marine monitoring and/or research, particularly using image/video processing software (e.g. EventMeasure and CAL) (Essential).
3. Experience working in teams to conduct marine science fieldwork in isolated locations deploying remote equipment (Essential) and leading fieldwork (Desirable).
4. Considerable experience in the management of large biological data sets (e.g. cleaning, curation, storage and querying) (Essential), including the use of advanced methods (R code, Shiny/App) (Desirable).
5. Considerable knowledge and experience maintaining field equipment (Essential) and developing/adopting new technologies for field sampling and analysis (Desirable).

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

6. An ability and willingness to work with Traditional Owners to deliver native title aspirations and goals through joint management, cooperation and collaborative arrangements.
7. Considerable experience working on boats (**Essential**) and Coxswain Grade 2 (Near Coastal) qualification or higher (**Desirable**).
8. Rescue SCUBA diving qualifications or equivalent (**Desirable**).
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
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** (Essential).

**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

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input 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.	1		
<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> .	<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. 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	
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## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>