



Job Description Form

1. Position Details

Position Title Technical Officer			Position Number DBCA3139220
Level/Grade Level 2	Specified Calling n/a	Agreement PSA 1992/PSCA 2022	Effective Date 31 January 2024
Division Biodiversity and Conservation Science		Branch Herbarium	
Section Plant Science and Herbarium		Location Kensington	

2. Reporting Relationships

Position Title Principal Research Scientist (Herbarium Curator)	Level/Grade SCL 4	Recruitment and Establishment Section CB Registered JDF 31 January 2024
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Responsible to

Position Title Senior Research Scientist	Level/Grade SCL 3	Other offices reporting directly to this office
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Responsible to

This position

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Officers under *direct* responsibility

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

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 for online publication via the Flora of Australia, and to capture and curate new morphological data and images to help advance knowledge of the Western Australian flora.

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 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. Measure and record plant morphological features to update taxonomic descriptions and provide baseline data for electronic keys.
3. Acquire, edit and curate images.
4. Assist in development of interactive identification keys.
5. Prepare voucher specimens for lodgement with the Western Australian Herbarium.
6. Provide field trip support.

Other:

7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. 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 (4) criteria. These should be addressed in no more than two (2) pages in total.

1. Demonstrated experience in using botanical literature and terminology, scientific names, and identification guides.
2. Demonstrated experience in methodically recording data with attention to detail.
3. Demonstrated experience in acquiring and editing digital images using standard software applications.
4. 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. Demonstrated time management skills.
7. Ability to work effectively in a team.
8. Understanding of occupational, safety and health, and equity and diversity principles and practices.
9. Demonstrated knowledge of the flora of Western Australia (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, behaviour that reflects these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

1. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**

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 type="checkbox"/> Yes <input checked="" 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.	1.0 FTE for 2 years, with the possibility of extension		
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY 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
Signature:	Signature:
Date:	Date: