# Position Details

## Technical Services- CSOF3

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | National Collections Relocation Curatorial Technician – Multiple Positions |
| Job Reference | 75247 |
| Tenure | Specified Term of 30 months, full-time or part-time |
| Salary Range | AU$64k - AU$80k pa (pro-rata for part-time), plus up to 15.4% superannuation |
| Location(s) | Black Mountain and Crace, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents currently residing in Australia * New Zealand Citizens who usually and currently reside in Australia * Australian temporary residents who are currently residing in Australia and have the right to work for the expected duration of the term (at least to end of March, 2024), with no requirement for sponsorship. |
| Position reports to the | National Collections Relocation Manager (being recruited) |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Lisa Burns via email at Lisa.Burns@csiro.au or phone +61 3 6232 5526 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

CSIRO’s National Research Collections Australia (NRCA) discovers and characterises Australia’s unique biodiversity so that it can be conserved, managed and used for the benefit of our people, industry and environment in a changing world. NRCA provides biological research infrastructure and capability to the Australian and international community, delivering specimens, data, science, training and advice to end-users across government, industry and the STEM sector.

The Canberra Collections Accommodation Project (CCAP) is a co-funded project with the Department of Education, Skills and Employment (DESE) to build a new purpose-built research facility for NRCA on the CSIRO Black Mountain site. The building will include specimen preparation areas, curation laboratories, integrated genomics facilities and digitisation suites. This new facility will guarantee long-term preservation of NRCA’s irreplaceable collections, streamline workflows, create efficiencies of scale, promote common curation standards and facilitate collaboration and a national focus for collections-based science.

The role of the National Research Collections Relocation Curatorial Technicians in CSIRO is to prepare the Collections for the move and assist with the relocation itself. The scope of the relocation includes 12+ million specimens spanning the Australian National Insect Collection, Australian National Wildlife Collection and the Australian National Herbarium. The relocation is inclusive of people, equipment and the Collections. The Collections Relocation Curatorial Technicians work as part of a team and work closely with the Collections Managers and other Collections staff.

### Duties and Key Result Areas:

* Demonstrate flexibility and adaptability in completing a variety of tasks across the Australian National Insect Collection, Australian National Herbarium and Australian National Wildlife Collection, across both the Black Mountain and Crace sites.
* Undertake general relocation curatorial activities, under the direction of the National Collections Relocation Manager, including:
* transfer frozen samples into standardised, barcoded tubes
* sort and accession ethanol specimens
* re-jar and/or transfer ethanol specimens into new storage systems
* cross-pin dry specimens
* transfer dry pinned specimens into new unit trays and drawers
* rehouse and stabilise microscope slides
* prepare egg specimens with cotton support
* other preparatory curation activities
* update relevant databases
* assist with other decant activities including cleaning, consolidating and tidying-up
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a team, within a dispersed business unit to carry out tasks in support of CSIRO scientific objectives and to achieve team goals.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant certificate or work experience in Natural History collections curation.
2. Sound knowledge and proven ability to work with, and handle, biological collection specimens.
3. Ability and willingness to carry out tasks requiring accuracy and close attention to detail.
4. Strong organisational skills, ability to prioritise demands, and escalate issues when required.
5. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
6. Demonstrated ability to exercise initiative, contribute to improved solutions in work situations, and try creative ways to deal with routine problems and opportunities.
7. Demonstrated ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

## **Desirable:**

1. Proven knowledge or understanding of vertebrate, invertebrate and/or plant taxonomy.

## **Required Competencies:**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

Special Requirements

The successful candidates will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

To carry out this role, candidates must have the ability and willingness to lift, move, and carry objects / trays up to 6kg.

As the work will be carried out at both CSIRO’s Crace and Black Mountain sites, candidates must have the ability to work across both locations.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit [National Research Collections Australia](https://www.csiro.au/en/Showcase/NRCA) and [CSIRO Online](http://www.csiro.au/)

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* + People First
  + Further Together
  + Making it Real
  + Trusted