# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Curatorial Technician, Australian National Herbarium |
| Job Reference | 84960 |
| Tenure | Indefinite  Full-time |
| Salary Range | $66,163 to $ 81,956 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | CSIRO Black Mountain Science and Innovation Park |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Curator, Australian National Herbarium |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Brendan Lepschi via email at [Brendan.Lepschi@csiro.au](mailto:Brendan.Lepschi@csiro.au) |
| 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

Research Projects staff in CSIRO collaborates in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work.

The Australian National Herbarium (ANH) is a nationally focused research collection of over 1 million plant specimens, and is part of CSIRO’s National Research Collections along with the Australian National Algal Culture Collection, Australian National Insect Collection, Australian Tree Seed Centre and the Australian Wildlife Collection. The ANH primarily documents the flora of Australia, but is also rich in specimens from New Guinea, eastern Malesia and the South Pacific. As a Curatorial Technician, you will work across both digital and physical project areas, to maintain and develop the important research infrastructure collections of the ANH.

The position is explicitly understood to be a development role in which the appointee will be given mentoring and opportunity to build a long-term science career at CSIRO

### Duties and Key Result Areas:

* Collaboration with ANH Collections and Curation and Parks Australia Biodiversity Informatics teams to ensure the currency and authoritativeness of data recorded in ANH-managed databases and their availability for use in ANH digital initiatives.
* Oversight and development of ANH ancillary collections, including, but not limited to the ethanol, wood block and Australian Cultivar Registration Authority Standards collections. Work closely with the ANH Head Curator and Curation and Collections team to ensure these collections are curated to the same standards as the main ANH collections.
* Curation of ANH herbarium specimen collections, including application of taxonomic revisions, physical curation and maintenance, and other curatorial duties as directed.
* Management of ANH library and archive materials in collaboration with the Curation and Collections team, the CSIRO Digital team and CSIRO Black Mountain Library staff. Monitoring and retrieving electronic publications and other literature relevant to curation and research activities within the ANH.
* Maintain and edit taxonomic, herbarium specimen and other databases relating to herbarium management, curation and data delivery. Manage the activities of other members of the Collections and Curation team and external collaborators to ensure overall data quality is maintained.
* Participate in collections-related fieldwork as required.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Undertake and complete tasks under technical direction, working with discretion to decide on the timing of operations within the work team’s plan and planning ahead to meet experiment and/or project demands.
* Oversee the activities of less experienced staff and provide guidance on experimental/ technological techniques and protocols.
* 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 multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. Demonstrated competence with biological databases and the entry, storage, retrieval and management of content. Familiarity with the development and testing of such systems.
2. Demonstrated skills and experience in botanical specimen management and the curation of herbarium collections, including familiarity and experience in the management of fluid-preserved collections.
3. Familiarity with taxonomic literature and resources and their application to collections and demonstrated skills in information management.
4. Demonstrated ability to lead, and work as a member of a team, to interact and communicate effectively with staff and clients at all levels, and to establish collaborative work arrangements with colleagues and other teams.
5. Demonstrated ability to use initiative and ability to adopt flexible working arrangements and to plan and implement changes to work procedures.
6. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in biological collections management.
7. Current driver’s licence.

## **Desirable:**

1. Skills and experience in vascular plant identification, and a keen interest in the Australian flora.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

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

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