# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Assistant Curator, Australian National Herbarium |
| Job Reference | 85281 |
| Tenure | Indefinite  Full-time |
| Salary Range | $66,163 to $84,207 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) or phone +61 2 6246 5167 |
| 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 Assistant Curator, you will work closely with the Head Curator and the Collections and Curation team in the development and maintenance of the physical and digital research 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:

* Oversight of digital activity within the ANH collections team, including database content and specimen imaging. Liaise with the ANH Curator, NRCA Digital team and Australian National Botanic Gardens Biodiversity Informatics team to develop and maintain digital programs within the ANH.
* Oversight of physical collection management activities within the ANH. Work closely with the ANH Curator and Collections and Curation team to ensure appropriate physical maintenance and development of the ANH collection, acquisition and management of archival consumables and supplies, and overseeing destructive sampling, pest management, climate control, disaster planning.
* Work with ANH Curator to develop and implement appropriate collections management policies. Manage curation lists and collate statistical information for collections development and reporting.
* Curation of ANH herbarium specimen collections, including application of taxonomic revisions, physical curation and maintenance, and other curatorial duties as directed.
* Maintain and edit taxonomic, nomenclatural, herbarium specimen and other databases relating to herbarium management, curation and data delivery.
* 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 skills and experience in botanical specimen and digital information management and the curation of herbarium collections, including familiarity and experience in the management and capture of digital images of herbarium specimens.
2. Demonstrated competence with biological databases and the entry, storage, retrieval and management of diverse biological information.
3. Demonstrated ability to formulate, develop and implement workplace policies and procedures, particularly with regard to the management of biological collections.
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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