# Position Details

## Research Projects- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Soil Archive Manager |
| Job Reference | 93849 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$89,680 to AU$101,459 per annum (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents who are currently residing in Australia |
| Position reports to the | Team Leader Soil Information |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Peter Wilson, Email: [Peter.Wilson@csiro.au](mailto:Enli.Wang@csiro.au)  Please do not email your application directly to Peter Wilson. Applications received via this method will not be considered by the selection panel. |
| How to apply | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

**Role Overview**   
Research Projects staff in CSIRO collaborate 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 project delivery.

The Australian National Soil Archive (ANSA) is a nationally focused research collection of over 70,000 soil specimens. The collection primarily documents soils of Australia, but also has specimens from Papua New Guinea and the South Pacific. The Soil Archive is an important component of CSIRO’s and Australia’s national soil information infrastructure, and plays a central role in documenting, understanding, and managing Australia’s soil resources. Our curated and well managed soil specimens provide a crucial resource to ongoing development of new technologies and research, through a well-managed loan process.

The Archive Manager is responsible for ensuring the smooth daily operations of the ANSA facility at Black Mountain, working closely with the Archive Assistant and the Soil Database Manager, within the Soil Information Team.

The Archive Manager will be required to liaise with individuals, research projects and external agencies seeking to use soil specimens from the collection or seeking to submit soil specimens to the collection. There may be some requirement to travel, to represent the Australian National Soil Archive in meetings and at soil conferences. The role involves managing priorities (submissions, archiving and aiding user requests), lab area custodianship, and administration required for continued operation (organising supplies and deliveries). The role involves physical movement of Archive specimens, specimen processing and working at heights along with operating the electronic compactus and pallet jack. The management and curation of data is critical in this environment and may include data wrangling, data entry, literature reviews and enabling the use of Australian standard soil vocabularies.

**Duties and Key Result Areas:**

* Undertake duties related to the archiving of the Australian National Soil Archive collection, under the direction of the Soil Information Team leader, including:
* Enabling and managing user and submission requests
* Coordinating and arranging meetings of the Soil Archive Committee meeting and of the Soil Information Team Data Review Panel
* Physical movement and manual handling of Archive soil specimens between the collection, storage, soil research staff and laboratories
* Specimen processing (including drying, grinding and sieving), bar-coding, data capture, data entry and validation
* Data curation and upload into the CSIRO soil database
* Updating and quality control of data during the post-archiving processes
* Organise and conduct tours of the facility
* Managing soil inventories for annexed storage containers
* Manage Archive resources and operational requirements
* Oversee other staff using the Archive facility to ensure integrity of the specimen collection and adherence to safe work procedures
* 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 Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

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

1. A bachelor's degree or higher relating to Natural History collections curation (ideally soil specimen collections) or equivalent work experience.
2. Demonstrated ability to work independently, be highly organised and use initiative to seek guidance when needed to complete complex tasks
3. Demonstrated experience with processing and curating soil specimens
4. Demonstrated experience working with soil data and an understanding of Australian Soil description and data standards.
5. Demonstrated experience with SQL, R and Microsoft office suite including Access and Excel.
6. Demonstrated ability to deliver work as part of geographically distributed project teams in a way that recognises diversity of thought and capability that others have to offer

**Desirable:**

1. Experience with field collection and description of soil samples
2. Experience within a soil analysis laboratory
3. Experience working on nationally focused soil research and survey projects

Special 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.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the [Food Systems and Global Change Group](https://research.csiro.au/foodglobalsecurity/) and CSIRO [Agriculture and Food](https://www.csiro.au/en/Research/AF)

**Our Values:**

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

• People First

• Further Together

• Making it Real

• Trusted