# Position Details

## Technical Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | National Collections Relocation Conservator |
| Job Reference | 95467 |
| Tenure | Specified Term ending December 2024 (full-time or part-time) |
| Salary Range | AU$68k - AU$86k 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 December 2024), with no requirement for sponsorship. |
| Position reports to the | National Collections Relocation Coordinator |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Belinda Muir via email at Belinda.Muir1[@csiro.au](mailto:Lauren.Curless@csiro.au) or phone +61 2 6218 3742 |
| 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 Conservator in CSIRO is to provide expert advice for the preventive conservation of the Collections through preparation activities, packing, Integrated Pest Management treatments and decant into the new facility. 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 Conservator works as part of a Relocation team and works closely with the Collections Managers and other Collections staff.

### Duties and Key Result Areas:

* Demonstrate flexibility and adaptability in completing a variety of preventive conservation tasks across the Australian National Insect Collection, Australian National Herbarium and Australian National Wildlife Collection, across both the Black Mountain and Crace sites.
* Provide advice regarding specimen packing strategies for collection relocation.
* Provide critical oversight of the integrated pest management (IPM) program for all collection specimens as part of the relocation project.
* Work with Relocation Managers to develop collection checks during and post relocation to ensure the integrity of specimens throughout the relocation project.
* Provide advice on preventive conservation practices and IPM programs for the new collection halls.
* Work collaboratively with internal and external contractors undertaking the physical relocation to ensure the integrity of specimens.
* 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 qualifications in cultural materials conservation.
2. Sound knowledge and ability to work with, and handle, natural history or cultural collection items.
3. Demonstrated experience with collection management strategies, including packing, transport and decant.
4. Sound knowledge and experience with integrated pest management programs.
5. Understanding of disaster management practices for cultural collections.
6. Strong organisational skills, ability to prioritise demands, and escalate issues when required.
7. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
8. Demonstrated ability to exercise initiative, contribute to improved solutions in work situations, and try creative ways to deal with routine problems and opportunities.
9. Demonstrated ability to quickly adapt to technological, structural, and procedural changes and maintain professionalism and flexibility.

## **Desirable:**

1. Knowledge or understanding of vertebrate, invertebrate and/or plant taxonomy.
2. Experience with handling temperature sensitive samples in a careful yet efficient way.

## **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