# Position Details

## Research Projects- CSOF3

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Research Projects Technician - Australian National Insect Collection (ANIC) | |
| Job Reference | 91721 | |
| Tenure | Indefinite, full-time | |
| Salary Range | AU$68k - AU$86k per annum, plus up to 15.4% superannuation | |
| Location(s) | Black Mountain (Canberra) ACT | |
| Relocation Assistance | Will be provided to the successful candidate if required | |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents | |
| Position reports to the | ANIC Collection Manager | |
| Client Focus – Internal | 80% | |
| Client Focus – External | 20% | |
| Number of Direct Reports | 0 | |
| Enquire about this job | Federica Turco via email [Federica.Turco@csiro.au](mailto:Federica.Turco@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. | |

**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).

### Role Overview

The role of Research Projects staff in CSIRO is to collaborate in scientific activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental and observational work, and in carrying out the more practical aspects of the work. As one of several Research Projects Technician positions in the Australian National Insect Collection (ANIC), the role involves the curation and development of ANIC under the guidance of the ANIC Director and ANIC Collection Manager. This includes, but is not restricted to, specimen mounting, preparation, dispatch, identification and management upon return of specimen loans, and support to ANIC staff, in particular to the ANIC Collection Manager.

ANIC is the largest collection of Australian insects and related invertebrates in the world, with over 12 million specimens. The collection is an important component of CSIRO’s National Research Collections Australia (NRCA), and critical to the future of insect biodiversity research in Australia. The collection has a staff of about 30 including Research Scientists, Technical Officers, Postdoctoral Fellows and PhD Students. The ANIC team manages and improves the collection, and conducts research in Australian insect taxonomy, systematics, biosecurity and related fields. This is achieved through a close collaboration between research and collection management staff. Two Department of Agriculture, Fisheries and Forestry staff are embedded in the collection and provide critical identifications and advice for biosecurity, in collaboration with ANIC staff..

Plans are in progress to have all Canberra-based National Research Collections in a dedicated precinct in the Black Mountain Science and Innovation Park (currently planned for 2024). This plan includes a full relocation of ANIC into a purpose-built facility. Pre-relocation preparatory works are already in progress with the support of a dedicated Relocation Team. ANIC Research Projects Technicians are strongly involved in these plans and works until relocation is completed. This includes directly undertaking preparatory work but also supervising relocation staff on the day-to-day activities, as directed by ANIC Collection Manager and Relocation Manager.

### Duties and Key Result Areas

* General curatorial and relocation duties in the Diptera section of ANIC, including: − Sorting, identifying, mounting and labelling specimens (dry, wet and slide-mounted).
* Preparing specimens using a Critical Point Drier.
* Keeping the collection updated according to the most recent literature and classification.
* Organising and packing out-going loans and managing loan returns.
* Carrying out fieldwork and specimen data entry.
* Imaging of specimens using various techniques and equipment.
* Consolidating literature for relocation.
* Preparing pinned, slide and ethanol collections for relocation.
* Assist in implementing HSE requirements in the collection areas.
* Undertake tasks (often managing a number of parallel and competing tasks); making proactive decisions on the timing of operations, and planning ahead to meet demands.
* Oversee the activities of ANIC volunteers, as required.
* 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 with staff as part of a team, within a dispersed business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, 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. A relevant certificate or work experience in Natural History collections curation.
2. Sound knowledge of, and a proven ability to work with and handle insect collection specimens.
3. Proven knowledge or understanding of invertebrate taxonomy and nomenclature.
4. Demonstrated ability and willingness to carry out curatorial tasks, requiring accuracy and close attention to detail, under minimal supervision.
5. The ability and willingness to carry out fieldwork.
6. Sound computer skills.
7. Proven ability to show initiative and work effectively in a team, positively contributing to the team environment.
8. The ability and willingness to contribute to improved solutions in work situations.

## **Desirable**

1. A knowledge or understanding of Taxonomy (particularly of Diptera).
2. Experience with the use of a Critical Point Drier.
3. Experience with DNA extraction, amplification and sequencing.
4. Experience using database software.

## **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 candidate 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 be appointed to this role, the successful candidate is required to hold or have the ability to obtain (within a 6 month period) a full Australian Class ‘C’ driver’s licence.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Australian National Insect Collection](https://www.csiro.au/en/about/facilities-collections/collections/anic) for more information.

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