# Position Details

## Technical Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Collection Management Service Administrator & Data Manager – National Research Collections Australia (NRCA) |
| Job Reference | 91915 |
| Tenure | Specified term ending 30 June, 2025 |
| Salary Range | AU$121k - AU$142k per annum, plus up to 15.4% superannuation |
| Location(s) | Canberra, ACT (preferred) or Hobart, TAS |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents * New Zealand Citizens * Australian temporary residents with the right to work for the expected duration of the term (at least to end of June, 2025), with no requirement for sponsorship. |
| Position reports to the | Team Lead, Data Management Team |
| Client Focus – Internal | 75% |
| Client Focus – External | 25% |
| Number of Direct Reports | 0 |
| Enquire about this job | Pete Thrall by email [Peter.Thrall@csiro.au](mailto:Peter.Thrall@csiro.au) or phone 02 6242 1661 |
| How to apply | Apply online at <https://jobs.csiro.au/> and enter the Job Reference above  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 Collection Management Service Administrator & Data Manager assists with the final data migration stages of National Research Collections Australia (NRCA) collections to the Specify collection management system, provides ongoing data management support, and develops user expertise in the use and configuration of Specify.

The role provides data management support to all collections across NRCA, however, a focus on a particular collection may be required at times.

### Duties and Key Result Areas

* Provide ongoing Specify system support for NRCA collections staff, and assist end-users with data imports and upload templates, the development of queries and reports for data extraction etc.
* Provide Specify Help Desk support and assist end-users with troubleshooting issues efficiently and effectively, escalating to the appropriate channels where necessary.
* Collaborate with key internal stakeholders in the development, implementation, and continuous improvement of solutions to ensure that NRCA collection data management needs are met, including analysis of data, troubleshooting and resolution of data quality issues.
* Assist in ongoing development of user documentation and deliver training for NRCA collections staff in the use of Specify.
* Develop a comprehensive understanding of biodiversity informatics data standards, collections management data content and workflow requirements.
* Help ensure that collections are as accessible as possible through the active creation, management, delivery, and preservation of high-quality metadata.
* Liaise with external data sharing clients such as the Atlas of Living Australia with respect to appropriate methods for delivery of primary biodiversity data and media.
* Contribute to the ongoing development of strategic and operational plans for the services and have significant independence of action.
* 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 team to carry out tasks in support of CSIRO 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. Tertiary qualification in science, data science/analytics, information technology, or similar relevant data-based discipline.
2. Demonstrated experience with relational database concepts and working with large databases in a data management role.
3. Strong attention to detail, with the ability to demonstrate initiative and judgement in identifying and resolving complex issues.
4. Proven high level interpersonal skills and demonstrated ability to collaborate with a wide variety of stakeholders from both technical and non-technical backgrounds.
5. Strong ability to communicate with others, both orally and in writing, including demonstrated experience in training or conveying factual information to individuals or groups.

#### Desirable

1. Experience working in a data management role in a natural history museum or research collection.
2. Experience with the Specify collection management system.
3. Knowledge of established principles, concepts, and methodology of collection management operations.
4. Basic knowledge of biology, taxonomy and nomenclature.
5. Knowledge of/competency with global data standards for biodiversity data.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [National Collections and Marine Infrastructure](https://my.csiro.au/OrgInfo/Structure/Facilites-collections/NCMI) 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