# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Technical Assistant (Digital Curator) |
| Job Reference | 92002 |
| Tenure | Specified Term – ending 30 June 2025 |
| Salary Range | AU$66k to AU$84k 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 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 December, 2025), with no requirement for sponsorship. |
| Position reports to the | Operational Digitisation Team Leader |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Nicole Fisher via email: [Nicole.Fisher@csiro.au](mailto:Nicole.Fisher@csiro.au) or phone 02 6246 4261 |
| 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 position of Technical Assistant (Digital Curator) involves the preparation of specimens for digitisation, including basic curation, imaging and post-processing, databasing of specimens, and advancing the care of specimens through digital curation. The role supports the digitisation of over 15 million specimens held at CSIRO and is part of a team at the cutting edge of digitisation, informatics, and biodiversity research. The Technical Assistant (Digital Curator) works closely with digitisation staff, curators and collections management staff across the National Research Collections Australia (NRCA) biological collections.

CSIRO is the custodian of extensive collections of animal and plant specimens that contribute to national and international biological knowledge. Together, they constitute a vast storehouse of information about Australia’s biodiversity and underpin a significant part of the country’s taxonomic, genetic, agricultural, and ecological research - making these vital resources for conservation and the development of sustainable land and marine management systems.

### Duties and Key Result Areas:

* Transfer and interpret information from online catalogues and databases of taxonomic and biological information into electronic format.
* Create digital specimen images and assist in the organisation of long-term data and image management, and delivery.
* Working within biological collections, undertake basic taxonomy curation and specimen handling.
* Curate specimens as necessary for collection digitisation and databasing initiatives.
* 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. A relevant certificate or equivalent experience working with collections.
2. Demonstrated experience documenting, cataloguing, handling and curating collection specimens.
3. Previous experience usingdigital equipment, programs, and software to create digital images of specimens.
4. Demonstrated ability and a willingness to carry out tasks requiring accuracy and close attention to detail.
5. Strong organisational skills, including a proven ability to effectively manage change,prioritise competingdemands and escalate issues when required.
6. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
7. Proven ability to think creatively, adopt novel ideas and approaches, and exercise initiative when managing routine problems and opportunities*.*

**Desirable:**

1. Proven knowledge or understanding of vertebrate, invertebrate and/or plant taxonomy.

## **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.

## **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