# Position Details

## Technical Services - CSOF3

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| The following information is for applicants | |
| Advertised Job Title | National Collections Relocation Cryo Technician |
| Job Reference | 93225 |
| Tenure | Specified Term ending August 2024 (part-time, 0.6 FTE) |
| Salary Range | AU$68,148 - AU$ 86,733 pa (pro-rata for part-time), plus 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 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 July 2024), with no requirement for sponsorship. |
| Position reports to the | National Collections Relocation Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Lauren Curless via email at [Lauren.Curless@csiro.au](mailto:Lauren.Curless@csiro.au) or phone +61 6218 3586 |
| 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).

**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

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 Cryo Technician in CSIRO is to prepare the cryo collections stored at -80C for the move and assist with the relocation itself. The scope of the relocation activities for this role includes approximately 8000 specimens in the Australian National Insect Collection’s molecular labs.

### Duties and Key Result Areas

* Undertake general relocation activities, under the direction of the National Collections Relocation Manager, including:
* transfer frozen samples into standardised, barcoded tubes
* other preparatory curation activities, including sub-sampling specimens for molecular-based identification
* update relevant databases
* assist with other decant activities including cleaning, consolidating and tidying-up
* 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 certificate or work experience in Natural History collections curation, registration, or conservation.
2. Experience with handling temperature sensitive samples in a careful yet time-efficient manner.
3. Sound knowledge and proven ability to work with, and handle, biological collection specimens.
4. Ability and willingness to carry out repetitive tasks requiring accuracy and close attention to detail.
5. Strong organisational skills, ability to prioritise demands, and escalate issues when required.
6. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
7. Demonstrated ability to exercise initiative, contribute to improved solutions in work situations, and try creative ways to deal with routine problems and opportunities.
8. Demonstrated ability to quickly adapt to technological, structural, and procedural changes and maintain professionalism and flexibility.

## **Desirable**

1. Experience with molecular laboratory workflows, in particular high-through methodologies.
2. 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 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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [National Research Collections Australia](https://www.csiro.au/en/Showcase/NRCA) 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