# Position Details

## Research Projects – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Collection Manager, Australian National Fish Collection |
| Job Reference | 101158 |
| Tenure and work schedule | Specified Term of 3 years, *with possibility of extension or conversion to indefinite*  Full-time (**preferred**)  *We will explore options for part-time (min. 0.8 FTE) work arrangements, if required, based on needs of the role and individual circumstances.* |
| Salary Range | AU$96,811 – $109,527 plus up to 15.4% superannuation |
| Location(s) and office arrangements | Hobart, TAS |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All Candidates *(visa sponsorship may be provided to the successful candidate, if required)* |
| Position reports to the | Team Leader/Director, Australian National Fish Collection |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Sharon Appleyard *(Director, Australian National Fish Collection)* via email at [Sharon.Appleyard@csiro.au](mailto:Sharon.Appleyard@csiro.au) or phone +61 3 6232 5458 |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via email [Piumi.Desilva@csiro.au](mailto:Piumi.Desilva@csiro.au) (Piumi De Silva – Talent Acquisition Partner) if we can help you to equitably participate in our recruitment process or the role itself. |
| 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).

### About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role Overview

The Collection Manager is the lead and ongoing technical position in the Australian National Fish Collection (ANFC) and is primarily responsible for managing, maintaining and improving the accessibility of the Collection and its components including specimens, tissues, photos, x-rays and their associated data.

The [ANFC](https://www.csiro.au/en/about/facilities-collections/Collections/ANFC) is one of CSIRO’s seven national research collections and is key infrastructure in the National Collections and Marine Infrastructure (NCMI) Research Unit. The ANFC mostly contains marine species, particularly deep-water fishes, sharks and rays from Australia, Antarctica and the Indo-Pacific. With over 165 000 specimens, the ANFC is a vital resource and reference for Australia’s marine biodiversity, supporting research to improve the understanding of marine fishes. As a wet collection, specimens in the ANFC are fixed in 10% formalin and preserved for perpetuity in 70% ethanol.

As part of the team, the Collection Manager will collaboratively ensure the ANFC continues as an active reference collection, with specimens providing the physical evidence of marine fish taxa occurring in a specific place at a specific time. The duties and responsibilities of the Collection Manager are based on the long-term technical requirements for curation and management of the irreplaceable specimens in the ANFC. They will be a NCMI area custodian, ensuring the ANFC meets its HSE obligations and compliance to Australian standards for hazardous areas, and Commonwealth Department of Agriculture, Fisheries and Forestry (DAFF) approved arrangements.

The role involves working in specialised collection environments and requires physical and procedural adaptability. Therefore, the Collection Manager must be able and willing to work for short periods in walk-in -20°C freezers, perform daily tasks in areas where chemicals such as formalin and ethanol are used, following appropriate safety protocols, and travel interstate to collaborate with NRCA teams, particularly those based in Canberra, ACT. They would also support public engagement activities, including hosting and coordinating tours that may involve student groups.

### Duties and Key Result Areas

* Management of the ANFC facility and infrastructure at the CSIRO Marine Laboratories in Hobart, including equipment, archival records, frozen specimens stored off site, and asset and consumable procurement and tracking.
* Ensure registration and cataloguing of ANFC specimens, tissues and X-rays in Specify (the ANFC’s collection management system) and support data integrity and digitisation efforts in collaboration with the NRCA Digitisation team.
* Assist ANFC staff (ichthyologists, curators, molecular biologists) to ensure the ‘research-readiness’ and security of the ethanol stored specimens.
* Administer the ANFC shared inbox and coordinate incoming/outgoing specimen, tissue and DNA loans, ensuring proper documentation, freighting and adherence to authority and compliance protocols.
* Assistance with specimen photography when required and support the ANFC’s Portfolio (images) Database Manager.
* Address problems promptly and in a constructive manner.
* Liaise with ANFC visitors, scientists and the public, including leading tours and supervising ANFC activities to promote safe and productive engagement.
* 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, regionally dispersed research team to carry out tasks in support of CSIRO’s scientific objectives.
* Uphold CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other additional tasks as directed by the ANFC Director.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A relevant Bachelor’s degree in Science, Museum Studies, or a related field, and/or equivalent relevant work experience in Natural History collection curation and registration.
2. Sound knowledge of and experience in marine taxa and/or wet collections.
3. Demonstrated experience with relational databases, data entry, and digitised administrative processes.
4. Strong attention to detail and quality assurance experience, with the ability to undertake repetitive tasks to ensure specimen, sample, and data accuracy.
5. Proven ability to adhere to compliance requirements, including HSE standards related to chemicals and specimen handling.
6. Demonstrated ability to communicate openly and respectfully with diverse stakeholders and team members.
7. Demonstrated ability to work effectively and collaboratively in a multi-disciplinary team.

#### Desirable

1. Taxonomic experience and understanding of Class Actinopterygii and or Chondrichthyes.
2. Experience working in hazardous areas, particularly with formalin and ethanol.
3. Sea going experience.
4. Digital imaging of natural history specimens.

## **Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email [Piumi.Desilva@csiro.au](mailto:Piumi.Desilva@csiro.au) (Piumi De Silva – Talent Acquisition Partner) if we can help you to equitably participate in our recruitment process or the role itself.

## **Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

## **CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

## **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).

**Special requirements**

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a **pre-employment background check**. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* Due to the specific duties and/or conditions associated with this role, the successful candidate must be able and willing to: work in walk-in -20°C freezers for short periods of time; work daily in areas that contain formalin and ethanol; and travel interstate for collaboration with NRCA teams based in Canberra ACT.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) **Working with Children/ Vulnerable People Check**.