# Position Description

*Geoscience Data Officer*

## Research Projects – CSOF4

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Geoscience Data Officer |
| Job Reference: | 60040 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | Geoscience Data Analytics Team Leader |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries | Irina Emelyanova - [Irina.Emelyanova@csiro.au](mailto:Irina.Emelyanova@csiro.au) |
| Contact Details For Applying | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

Research Projects staff in CSIRO collaborates in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work. Research Projects staff may be involved in providing consulting services, science management and/or industry liaison.

The role of Geoscience Data Officer supports the delivery of major projects within the Oil, Gas and Fuels Program within our Energy Business Unit. This role (through close collaboration with project leaders, managers and scientists across the Program) identifies data management needs, determines the form of project outputs, supports projects directly (including in the field and at sea on marine surveys) and anticipates requirements for future data management. The role coordinates data collation, curation and the delivery of data products (soft and hardware) to project teams, and as such there is a need for a high degree of precision and attention to detail. In the translation of project needs into data solutions, the role requires a high degree of adaptability and ingenuity to solve ill-defined problems. In the case of large programs/projects the role can involve the management and/or coordination of project teams focussed on data delivery.

## Duties and Key Result Areas:

* Develop, maintain and incorporate data acquired into databases
* Maintenance, set-up and installation of field, survey and computing equipment
* Development and management of GIS projects, map figures and templates
* Participate in marine surveys and field work
* Manipulation of data via MS Access queries
* Data entry (and QC) into Pressure Database
* Administration of PressurePlot website including monthly payments and uploads of data.
* Administration of GPInfo data updates and replication to ACT site
* Make significant contributions to the interpretation and communication of research or technological results
* Participate in planning projects and accept responsibility for the scheduling and completion of major parts of projects, including allocating and directing tasks where appropriate
* Provide coaching, on-the-job training and instruction to colleagues, on activities pertaining to the immediate work area and responsibilities, allocate activities, direct tasks and manage resources to meet objectives, as required.
* Adapt and/or develop original experimental methods/equipment/software/concepts/ ideas in support of existing and further research, promptly addressing where methods may not be defined and initiative is required in seeking new approaches to meet experimental and/or technological needs.
* 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, often regionally dispersed research team, and Business Unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **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.**
2. **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.**
3. **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.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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.

## Selection Criteria:

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

1. Bachelor’s degree in computer science or information technology or relevant work experience.
2. Experience with the operation and development of Microsoft Access database applications, including coding in VBA and setting up the associated hardware and peripherals (computers and field equipment)
3. Experience with ESRI ArcGIS software suite, the organisation of GIS projects and production of map images
4. Demonstrated ability to cope with ambiguity, adapting readily to changing circumstances and new responsibilities in the interests of achieving team objectives
5. Demonstrated ability to accurately and efficiently record data using good organisational skills and attention to detail
6. The ability to work effectively as part of a multi-disciplinary, regionally dispersed research team, and carry out tasks under general direction from Scientific Researchers
7. The ability and willingness to contribute novel ideas and approaches in support of scientific investigations.

## Desirable Criteria:

1. Offshore marine and field experience.
2. Experience with the operation and development of SQL server databases.
3. Ability to learn new software applications.
4. Ability to undertake analysis of field data.
5. Experience with geological/geophysical data.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [Energy](https://www.csiro.au/en/Research/EF)