# Position Description

## Research Projects – CSOF2

The following information is for applicants

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| Advertised Job Title**:** | Australian National Insect Collection (ANIC) Technicians (2 Positions) |
| Job Reference: | 59064 |
| 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: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | The ANIC Collections Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | **Debbie Jennings**  Email: [debbie.jennings@csiro.au](mailto:debbie.jennings@csiro.au)  Phone: 02 6246 4234 |
| 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.

The role of the Australian National Insect Collection (ANIC) Technician will include general curatorial and research assistant duties in the Australian National Insect collection.

## Duties and Key Result Areas:

* General curatorial duties in the Australian insect collection including: preparation and preservation of dry, wet and slide mounted specimens; organising and packing loans; general sorting of specimens; data entry; imaging of specimens using various techniques and equipment; other curatorial and HSE duties as required.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as part of an often regionally dispersed team, to carry out administrative tasks and provide support under the direction of senior administrative staff.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Provide instruction and assist other staff to complete allocated tasks and activities, as required.
* Provide instruction on activities pertaining to the immediate work area and responsibilities, as required.
* Generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities.
* 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.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
5. **Independence: Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.**
6. **Adaptability:** Accepts the need for change to work routines or technology.

## Selection Criteria:

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

1. A relevant Certificate or relevant work experience.
2. General knowledge of and the ability to work with and handle insects, including fragile collection specimens.
3. Ability and willingness to perform repetitive tasks requiring accuracy and close attention to detail.
4. Sound computer skills including the capability of record taking and use of databasing software.
5. The ability to show initiative and work effectively in a team, positively contributing to the team environment.
6. The ability and willingness to contribute to improved solutions in work situations, trying creative ways to deal with routine problems and opportunities.

## Desirable Criteria:

1. Work experience in a research or laboratory environment
2. A knowledge or understanding of invertebrate taxonomy

## Special Requirements:

To be appointed to this role, you are required to hold or have the ability to obtain a full Australian driver’s licence

## About CSIRO:

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

Find out more about the CSIRO [National Collections and Marine Infrastructure](https://my.csiro.au/orginfo/structure/facilites-collections/ncmi)