# Position Description

## Research Projects – CSOF2

The following information is for applicants

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| Advertised Job Title**:** | Technical Assistant |
| Job Reference: | 61856 |
| 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: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Potting Shed Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Stephanie Haboury via email Stephanie.Haboury@csiro.au  *Please do not email your application directly to Stephanie Haboury. Applications received via this method will not be considered.* |
| 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.

CSIRO Agriculture and Food is seeking to appoint a Research Assistant to work in the Biological Services team based at Black Mountain Laboratories in Acton, ACT.

The Agriculture and Food division is dedicated to improving productivity, profitability and sustainability in Australia’s food and fibre industries. The Biological Services teams role is to support CSIRO A&F research staff by providing a range of services including pest control, growth media preparation and glasshouse maintenance and hygiene.

The role will be located in the Potting Shed of the CSIRO Agriculture and Food Business Unit, Canberra. The primary responsibility of the role is to prepare materials for green house operation by undertaking various filling, transport, pest spraying and sterilisation tasks. The position works closely with other technical and scientific staff and has impact across a range of projects researching plant growth, disease and crop yield.

The Biological Services team also has a responsibility to adhere to and implement a range of government regulations regarding the handling of Quarantine material and GMOs.

The successful candidate will utilise a range of skills to provide support to the leading agricultural scientists in the country.

## Duties and Key Result Areas:

* Preparation of different types of soil for use in research experiments.
* Assist in the maintenance of CSIRO glasshouses and surrounding grounds.
* Conduct regular pest control operations by identifying and treating common glasshouse pests.
* Delivery of soil and pots to relevant laboratories or glasshouses.
* Operate tractors, ATVs and other light agricultural machinery (no special license required).
* Maintain a high standard of workplace safety by such measures as wearing correct PPE (Personal Protective Equipment), utilising correct manual handling techniques and communicating effectively with research staff and colleagues.
* Adhere to the spirit and practise of CSIRO Values, including HSE policies, Diversity initiatives and Zero Harm goals.
* 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 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.

## 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. Relevant trade certificate/diploma or relevant work experience
2. Ability to work independently or in a small team, maintain a high standard of work unsupervised, and demonstrate initiative.
3. Ability to use Microsoft Office applications.
4. Awareness of and willingness to adhere to safety procedures.
5. Good oral and written communication skills.
6. Basic level of physical fitness required to perform manual tasks and work outdoors.

## Desirable Criteria:

* Tertiary qualifications in the horticultural and/or agricultural sector or equivalent work experience.
* Experience in mixing and applying agricultural chemicals, along with current industry accreditation (ChemCert).

## Special Requirements:

The successful applicant must have a current C class Australian driver licence (manuals) or the ability to obtain one.

## About CSIRO:

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

Find out more about CSIRO [Agriculture and Food](https://www.csiro.au/en/Research/AF)