# Position Description

## Research Projects – CSOF2

The following information is for applicants

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| Advertised Job Title**:** | Research Projects Officer |
| Job Reference: | 62792 |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Reports to the: | Research Team Leader - Water Resources Assessment |
| Name and Contact Details For Applicant Enquiries: | Jai Vaze via email: jai.vaze@csiro.au |
| Contact Details For Applying: | Call 1300 984 220 or email 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. This position will support the CSIRO Norfolk Island Water Resource Assessment team collect, manage and interpret hydrological data and liaise with the local community.

## Duties and Key Result Areas:

* Undertake field measurements and sampling, including during rainfall events.
* Organise equipment (e.g. augers, tools, utes, etc) for CSIRO team field visit.
* Help gain permission to access local properties in a timely manner and help with local community engagement.
* Respond courteously and efficiently to requests for your services and redirect requests to appropriate staff when required.
* Under general supervision follow all reasonable instructions including, the method/approach and the techniques that are to be used, in order to perform routine experimental or operational tasks.
* Data management.
* Provide instruction on, and assistance to staff with activities pertaining to the immediate work area and responsibilities, as required.
* Look for opportunities to develop original experimental methods/equipment/software/concepts/ ideas in support of existing and further research.
* 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, 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 essential selection criteria can be appointed.*

1. A year 12 certificate and having completed year 12 maths.
2. To reside on Norfolk.
3. Demonstrated knowledge of Norfolk Island (e.g. bore locations), the people of Norfolk Island and a long-term commitment to Norfolk Island and its sustainability.
4. Demonstrated ability of being practical and resourceful.
5. Experience in data management and strong computer skills, including proficiency in use of Microsoft Word and Excel, a wide range of file formats and demonstrated ability to acquire new computer skills.
6. Strong navigation and mapping skills, including use of GPS technology.
7. Ability and willingness to work sporadically, and on some occasions work many consecutive days (e.g. 5) while CSIRO staff are on the island.
8. Physically fit. Need to be able to backpack 15 kg loads, dig and auger holes to 1.5 m and manual handling and occasional heavy lifting.

## Desirable Criteria:

1. Have a strong interest in hydrology and/or management of natural resources.
2. Bachelor of science, engineering or computer science.
3. Programming skills or demonstrated ability to acquire programming skills
4. Experience in spatial analysis and geomatics.
5. Awareness and familiarity of electronic equipment.

## Special Requirements:

We estimate that the appointee may be required to work between 40 to 70 days until 30 June 2020.

## About CSIRO:

At CSIRO we solve the greatest challenges through innovative science and technology. See more [online](http://www.csiro.au/)!

Find out more about CSIRO [Land and Water](https://www.csiro.au/en/Research/LWF)