# Position Description

## Research Projects – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Australian National Insect Collection (ANIC) Technician – Research Projects Officer |
| Job Reference: | 61578 |
| 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: | ANIC Diptera Research Scientist |
| Number of Direct Reports: | 0 |
| 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 |
| Contact details to discuss this position: | Federica Turco via email: [federica.turco@csiro.au](mailto:federica.turco@csiro.au)  *Please do not email your application directly to Federica Turco. Applications received via this method will not be considered.* |
| If you have difficulty applying please contact: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |

## Role Overview:

The Australian National Insect Collection (ANIC) is the largest collection of Australian insects and related invertebrates in the world, with over 12 million specimens. The collection is an important component of CSIRO’s National Research Collections Australia (NRCA), and critical to the future of insect biodiversity research in Australia. The collection has a staff of 30 including Research Scientists, Postdoctoral Fellows, PhD Students and technical officers who manage and improve the collection and conduct research in Australian insect taxonomy, systematics and related fields. Two Department of Agriculture and Water Resources staff are embedded in the collection and provide critical identifications and advice for biosecurity, in collaboration with ANIC research scientists.

The role of Research Projects staff in CSIRO is to collaborate in scientific activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental and observational work, and in carrying out the more practical aspects of the work. This is one of several Technical Assistant positions in ANIC working under the guidance of ANIC Director and ANIC Collection Manager.

## Duties and Key Result Areas:

* General curatorial duties in the Diptera section of ANIC, including:
  + Sorting, identifying, mounting and labelling specimens (dry, wet and slide-mounted),
  + Keeping the collection updated according to the most recent literature and classification;
  + Organising and packing out-going loans and managing loan returns,
  + Carrying out fieldwork and specimen data entry
  + Imaging of specimens using various techniques and equipment,
* Under the guidance of the ANIC Collection Manager, help implement HSE requirements in the collection areas.
* Support research activities developed by the Research Scientist.
* Under the direction of the Research Scientist and the ANIC Collection Manager, work on a number of parallel and competing tasks.
* Assist staff and provide guidance on relevant techniques and protocols.
* 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 with staff as part of a team, within a dispersed 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: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Selection Criteria:

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

* Relevant tertiary qualification or work experience in Natural History collections curation.
* Sound knowledge and ability to handle insect collection specimens.
* Proven knowledge or experience of invertebrate taxonomy and nomenclature.
* The ability and willingness to carry out curatorial tasks requiring accuracy and close attention to detail, under minimal supervision.
* Demonstrated ability to carry out fieldwork.
* Sound computer skills including experience using database software.
* The ability to show initiative and work effectively in a team, positively contributing to the team environment.
* The ability and willingness to contribute to improved solutions in work situations, trying creative ways to deal with routine problems and opportunities.

## Desirable Criteria:

* Knowledge or experience of Diptera taxonomy.
* Experience or willingness to learn the use of photographic equipment.

## 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:

At CSIRO we solve the greatest challenges through innovative science and technology. See more [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)