# Position Description

## Research Projects – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Research Projects Officer: Museum Collections Specialist |
| Job Reference: | 61749 |
| 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: | Director, Australian National Wildlife Collection/Group Leader, Vertebrate Collections |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries  | Dr Leo Joseph, Director, Australian National Wildlife Collection, 02 6242 1689*Please do not email your application directly to Leo Joseph. Applications received via this method will not be considered.* |
| 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:

The Australian National Wildlife Collection is one of CSIRO’s major natural history collections. Based in Canberra, its focus is terrestrial vertebrates. The collection was established in the 1960s and now holds some 200,000 specimens of dried skins, whole animals in alcohol, skeletal specimens, nests and eggs, sound files and subfossil material. It is data-rich and includes the world’s most comprehensive cryo-frozen tissue collection of Australian birds for molecular research. The successful applicant will join a small, dedicated staff charged with growing and maintaining the collection and ensuring its accessibility to the world’s biodiversity research community.

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.

## Duties and Key Result Areas:

* Actively contribute to design and planning of a new collections facility.
* Design and ongoing implementation of integrated pest management program and protocols.
* Oversee the management of the ethanol-based collection of vertebrates and prepare regular reports on chemical and physical storage conditions of this part of the Collection.
* Prepare and maintain protocols for actions for collections in emergency and disaster situations.
* Prepare and maintain collection management policy and collection plans documentation.
* Planning and organization of field expeditions including oversight of ethics documentation and collecting activities
* Prepare diverse kinds of specimens principally for terrestrial vertebrates but also other natural history specimens.
* Set up modest teaching program for specimen preparation.
* Databasing of specimens from initial collection to final curation.
* Make significant contributions to the interpretation and communication of research or technological results and may collaborate on drafting presentations to, and/or detailed written reports for, clients and the scientific and/or technology community.
* Under general direction 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. A tertiary qualification or equivalent experience in natural science.
2. Demonstrated work experience in natural history collections.
3. Experience in design and implementing pest management protocols across different types of collections.
4. Experience in preparation of diverse natural history specimens (vertebrates, invertebrates, plants) and of dried and pinned material, whole animals in alcohol, nests, eggs, skeletal specimens and herbarium sheets.
5. Experience in databasing of museum specimen data on different platforms
6. Ability to work unsupervised and diverse modes of specimen preparation of terrestrial vertebrates.

## Desirable Criteria:

1. Higher research degree in natural sciences
2. Current Australian driver’s license

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- <https://ielts.com.au/>

## 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://www.csiro.au/en/Research/Collections)