# Position Details

## Research Projects- CSOF3

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| The following information is for applicants |
| Advertised Job Title | Australian Tree Seed Centre Technical Officer  |
| Job Reference | 67865 |
| Tenure | Specified Term of 3 years Part-time 37.5 hours/ftn |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Director, Australian Tree Seed Centre |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | nil |
| Enquire about this job | Contact Sarah Whitfeld via email at sarah.whitfeld@csiro.au or phone +61 2 6246 4857 |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

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.

The Australian Tree Seed Centre (ATSC) collects, conserves and explores Australia's native tree and shrub flora. The collection enables seedlots to be accessible to researchers and commercial clients throughout the world. This role supports the management of the Australian Tree Seed Centre's seed collection and seed dispatch business and is responsible for packing and despatch of all domestic and overseas orders, management of the export facility, and preparation and administration of seed exports documentation. The person will develop expertise and qualifications to deal with biosecurity and quarantine management. Communication with commercial and government clients is a central part of the role. The role suits a highly organised person who is willing to undertake and maintain training and who enjoys engaging with multiple stakeholders both within and outside the organisation.

### Duties and Key Result Areas:

* Management of ATSC seed store and export facility.
* Assessing import permits and using a specialised Export Documentation System for preparation of phytosanitary certificates and other document required for seed exports.
* Packing and Inspection of seed orders prior to despatch/export.
* Management of order payments and despatch/export documents for all ATSC seed orders.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Undertake and complete tasks under technical direction, working with discretion to decide on the timing of operations within the team’s work plan and planning ahead to meet experiment and/or project demands.
* 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 procedures and policy, Diversity initiatives and Making Safety a personal goal.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **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.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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**

#### Essential

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

1. Relevant Bachelors/Masters degree in science, agriculture, horticulture or forestry; or equivalent experience.
2. Holds a current Australian driver’s licence.
3. A demonstrated ability to maintain and track documents, engage with multiple stakeholders, and apply the personal attributes of persistence and patience to achieve project outcomes.
4. Experience in an organisational role (e.g. logistics, compliance, system or laboratory management) in a team environment.
5. The ability to work effectively as part of a small research team and carry out tasks under general direction from senior team members.

## **Desirable:**

1. Familiarity with biological collections management, seed science, forestry or horticultural enterprises.
2. Experience in a work environment that involves regulatory compliance and/or logistics in a commercial setting.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate is required to be trained as an Australian Plant Biosecurity Authorised Officer.

## **About CSIRO:**

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