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| **Cluster** | Planning & Environment |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | Botanic Gardens & Centennial Parklands/  Science & Conservation/ Seedbank & Restoration Research |
| **Location** | The Royal Botanic Garden Sydney, The Blue Mountains Botanic Garden Mount Tomah, The Australian Botanic Garden Mount Annan & Centennial Parklands |
| **Classification/Grade/Band** | Technical Officer (Scientific) Grade 1/2 |
| **Kind of Employment** | Temporary |
| **Role Number** | 30833 |
| **ANZSCO Code** | 311413 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2015 |
| **Agency Website** | www.rbgsyd.nsw.gov.au www.centennialparklands.com.au |

Agency overview

Botanic Gardens & Centennial Parklands (‘BGCP’) is the operating name used following the operational integration of the Royal Botanic Gardens and Domain Trust and the Centennial Park and Moore Park Trust.

The Royal Botanic Gardens and Domain Trust is responsible for the management and stewardship of the Royal Botanic Garden Sydney, the Domain, the Australian Botanic Garden, Mount Annan and the Blue Mountains Botanic Garden, Mount Tomah.

The Centennial Park and Moore Park Trust is responsible for the long-term strategic planning of the Parklands, as well as the operational day-to-day management of the three parks - Centennial Park, Moore Park and Queens Park.

*BGCP aims to minimise our environmental footprint through pollution prevention practices, and be a role model for others to follow. All staff, volunteers, consultants and contractors are required to adhere to our Environmental Policy, Environmental Management System, and comply with relevant environmental legislation, government regulations, policies and agreements.*

Primary purpose of the role

The Australian PlantBank, located at the Australian Botanic Garden, Mount Annan, is the preeminent integrated conservation facility in the region. PlantBank supports an active research program into plant conservation and horticulture, and also offers visitors the experience of interacting with plant science. At the core of PlantBank is a nationally significant native seed collection, which supports the scientific work and horticultural development at BGCP sites.

The Seedbank Assistant supports both seed collection development and curation, through participation in the state-wide seed collection program, including collection documentation, photography, seed processing/cleaning and germination testing.

# Key accountabilities

* Collect seeds in a diverse range of natural environments under the direction of Seedbank staff and in accordance with work standard operating procedures for inclusion into the PlantBank seed collection.
* Identify seed material and plant specimens in collaboration with the Seedbank Officer, including preparation of herbarium specimens, collection photography and accurate data entry to support development of the PlantBank seed collection.
* Assist with processing seed material for storage, research, ecological restoration and germination experiments in accordance with the seedbank protocols, and ensuring collections are appropriately handled and stored to prevent damage and deterioration within approved guidelines.
* Assist with germination testing of the seedbank collection, including recording of data consistent with international standards for germplasm collections, to support the curation and management of the PlantBank seed collection.
* Assist with field trip planning including obtaining plant locality information, landowner contacts, maps and seed collecting equipment to ensure trips are efficient and effective.
* Contribute to ongoing maintenance and management of Seedbank facilities and field vehicles including, maintenance of a clean and pest-free working environment and implement pest management protocols to ensure the integrity and standard of all specimens and materials is maintained.
* Assist with the preparation of technical reports, presentations, and content for BGCP website and social media to promote the work of PlantBank.

Key challenges

* Participating in the state-wide seed collecting program, including field work under difficult conditions in remote locations.
* Managing a highly seasonal workload, and support the work of the Seedbank Officer and Seedbank Curator in collection development and management.
* Maintaining high level working knowledge of NSW flora, including taxonomic changes to ensure accurate field identification of plants.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, Seedbank & Restoration Research | * Receive guidance and support, provide advice and exchange information |
| Agency staff/ Seedbank and Horticultural Research staff | * Work collaboratively to contribute to achieving business outcomes * Develop and maintain productive and professional working relationships. |
| **External** |  |
| Key Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives |
| Non- Government Organisations & Community groups | * Liaise, provide technical advice and promote the role of the Seedbank in plant conservation programs. * Promote community involvement in the planning and coordination of collecting seed samples and other material. |

# Role dimensions

## Decision making

The Seedbank Assistant operates with some level of autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority.  This role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

## Reporting line

This role reports to the Manager, Seedbank & Restoration Research

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* A degree in science or horticultural/scientific TAFE qualifications relevant to the role.
* Field botanical skills and knowledge of Australian flora, including collecting and processing seeds.
* Current Australian Drivers licence, with ability to drive manual vehicles and willingness to undertake remote fieldwork trips for extended periods of time.

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Foundational |
| Act with Integrity | Foundational |
| **Manage Self** | **Intermediate** |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Foundational |
| Work Collaboratively | Foundational |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Foundational |
| **Plan and Prioritise** | **Foundational** |
| **Think and Solve Problems** | **Foundational** |
| Demonstrate Accountability | Foundational |
|  | Finance | Foundational |
| Technology | Foundational |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Foundational** |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Manage Self | Intermediate | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth and develop and apply new skills  Seek feedback from colleagues and stakeholders  Maintain own motivation when tasks become difficult |
| **Relationships**  Communicate Effectively | Intermediate | Focus on key points and speak in ‘Plain English’  Clearly explain and present ideas and arguments  Listen to others when they are speaking and ask appropriate, respectful questions  Monitor own and others’ non-verbal cues and adapt where necessary  Prepare written material that is well structured and easy to follow by the intended audience  Communicate routine technical information clearly |
| **Results**  Plan and Prioritise | Foundational | Plan and coordinate allocated activities  Re-prioritise own work activities on a regular basis to achieve set goals  Contribute to the development of team work plans and goal setting  Understand team objectives and how own work relates to achieving these |
| **Results**  Think and Solve Problems | Foundational | Find and check information needed to complete own work tasks  Identify and inform supervisor of issues that may impact on completion of tasks  Escalate more complex issues and problems when these are identified  Share ideas about ways to improve work tasks and solve problems  Suggest improvements to work tasks for the team |
| **Business Enablers**  Project Management | Foundational | Plan and deliver tasks in line with agreed schedules  Check progress against schedules, and seek help to overcome barriers  Participate in planning and provide feedback about improvements to schedules |