

## Role Description

### Technical Officer - Palaeontology



<b>Cluster</b>	Department of Premier and Cabinet
<b>Agency</b>	Australian Museum
<b>Division/Branch/Unit</b>	Geoscience & Archaeology
<b>Location</b>	Sydney CBD
<b>Classification/Grade/Band</b>	Technical Officer Grade 1-2
<b>Kind of Employment</b>	Temporary
<b>ANZSCO Code</b>	311413
<b>Role Number</b>	
<b>PCAT Code</b>	
<b>Date of Approval</b>	January 2020
<b>Agency Website</b>	<a href="http://australianmuseum.net.au/">http://australianmuseum.net.au/</a>

#### Overview

The Australian Museum (AM) operates within the NSW Department of Premier & Cabinet and was founded in 1827 and is the first museum in Australia. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures & science accessible and relevant to everyone.

For more information, visit the website.

#### Primary purpose of the role

To increase the impact of science at the Australian Museum by undertaking technical work supporting the Curator of Palaeontology in implementing an innovative field and collection-based research program investigating fossil sites in NSW or working on documentation and conservation of the Museum's palaeontology collections

#### Key accountabilities

- Support the development and implementation of the scientific research and/or collection program on Palaeontology, building on the Australian Museum Science Strategy, and assist in communication of this work.
- Support the conception, planning and implementation of a field trip and research program, including managing the logistics of field trips, undertaking laboratory work and contributing to research papers.
- Support the development, management and use of the Australian Museum's collection/research infrastructure including curation of a palaeontology collection, managing loan transactions, database entry and queries, answering public enquiries and managing collection access.
- Assist the Curator Palaeontology in the supervision of volunteers and interns.
- Assist the Curator of Palaeontology in the procurement of funding through grants and sponsorship and in administrative tasks.

## Key challenges

- Under direction from the Curator of Palaeontology, prioritise complex tasks associated with a broad range of projects with overlapping and competing time frames.
- Communicate often complex scientific information to varied audiences.

## Key relationships

Who	Why
<b>Internal</b>	
Curator of Palaeontology (Direct Supervisor)	<ul style="list-style-type: none"><li>• Act under direction for day to day tasks involved in management and use of the palaeontology collection and/or research program.</li></ul>
Group Manager (Manager)	<ul style="list-style-type: none"><li>• Negotiate overall direction on priorities in consultation with the Curator of Palaeontology</li><li>• Respond to requests for management, research and budget information</li></ul>
Branch Manager Life and Geosciences	<ul style="list-style-type: none"><li>• Respond to requests.</li></ul>
Director, AMRI, and Executive Director, Australian Museum	<ul style="list-style-type: none"><li>• Provide expert advice, assistance and support</li></ul>
Museum Staff (Agency Staff)	<ul style="list-style-type: none"><li>• Provide services that support organisational objectives</li></ul>
<b>External</b>	
General public	<ul style="list-style-type: none"><li>• Communicate importance of science and the work of the Australian Museum.</li><li>• Assist Curator of Palaeontology in responding to science enquiries on palaeontology.</li></ul>
Government departments	<ul style="list-style-type: none"><li>• Assist the Curator of Palaeontology with requests for access to the Australian Museum collections or information</li></ul>

## Role dimensions

### Decision making

- The position holder is responsible for undertaking technical activities to support research and/or collections under the direction of the Curator of Palaeontology in consultation with the Group Manager and the Branch Manager, Life and Geosciences.

### Reporting line

- Curator of Palaeontology; Group Manager; Branch Manager (Life and Geosciences).

### **Direct reports**

The position holder is responsible for supervising volunteers and visiting researchers in their area

### **Essential requirements**





1. Relevant Tertiary qualification in palaeontology with a demonstrated background in palaeontology research.
2. Demonstrated capacity to support the team in the maintenance of the collection (including data-basing and curation), field collecting and assisting in palaeontological research.
3. Knowledge and understanding of the application of Work Health and Safety (WH&S) legislation and regulations
4. Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in the relevant Role Description. |

## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Foundational
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Intermediate</b>
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 <b>Results</b>	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 <b>Business Enablers</b>	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational