# Role Description
# Scientific Officer – Archaeology

| Cluster | NSW Department of Premier and Cabinet |
|---|---|
| Agency | Australian Museum |
| Division/Branch/Unit | AMRI/Science and Learning/Geosciences and Archaeology |
| Location | Sydney CBD |
| Classification/Grade/Band | Scientific Officer Grade 4  (equivalent to Level B, step 1 Lecturer, University of Sydney) |
| Role Number | 51001132 |
| ANZSCO Code | 224212 |
| PCAT Code | 1119192 |
| Date of Approval | July 2019 |
| Agency Website | http://australianmuseum.net.au/ |

## Agency overview

The Australian Museum operates within the NSW Department of Premier and Cabinet (DPC). The Museum provides access, engagement and scientific research to increase understanding of natural history and culture, particularly of the Australasian region. The Australian Museum's purpose is to be a place of exploration and discovery, inspiring responsibility for our world by promoting knowledge, understanding and enjoyment of science, nature and culture. This is a joint-appointment with the University of Sydney through the School of Philosophical and Historical Inquiry. SOPHI is a large teaching and research school within the Faculty of Arts and Social Sciences that undertakes comprehensive education and research in the mainstream disciplines of Archaeology, Classics and Ancient History, Gender and Cultural Studies, History and Philosophy.

For more information, visit the Australian Museum website and refer to the Australian Museum Science Strategy

- https://media.australianmuseum.net.au/media/dd/Uploads/Documents/38800/A4_AMRI_ScienceStrategyDocument_F3_SML%20(002).563d520.pdff
- https://sydney.edu.au/arts/our-research/centres-institutes-and-groups/tom-austen-brown-research.html
- https://sydney.edu.au/arts/our-research.html

## Primary purpose of the role

To increase the impact of archaeology at the Australian Museum and the University of Sydney by undertaking an innovative field and collection-based research program in the archaeology of First Nations people, with a preferred focus in New South Wales, and engage diverse audiences in the history of the human past in Australia and the wider Asian and Pacific regions.

This role will further develop the research profile of the Australian Museum Research Institute (AMRI) and of SOPHI within the area of Australian archaeology. S/he will supervise postdoctoral junior academic staff and postgraduate and honours students.

## Key accountabilities

- Conceive of and implement an original scientific research program in the archaeology of First Nations people in Australia, building on the Australian Museum Science Strategy and the research strategies of the University of Sydney Faculty of Arts and Social Sciences, and communicate the results through scientific publications, at scientific meetings, and through community outreach and public programs.
- Initiate, plan and lead field expeditions and other research projects with staff, students and volunteers to strategically develop the research capacity and profile of the Museum and SOPHI.
- Contribute to the culture of research excellence at the University of Sydney through developing collaborations with SOPHI staff and actively participate within the activities of the Faculty of Arts and Social Sciences.
- Actively contribute to the Museum's life-long learning strategy and University of Sydney commitments to the wider community by engaging with diverse audiences through the provision of expert knowledge, community outreach and in-house public programs, delivered through a diversity of traditional and contemporary media.
- Contribute to the teaching excellence of undergraduate and postgraduate programs in SOPHI.
- Assist in providing specialist advice and strategic direction for the development of the Aboriginal Archaeology collection at the Australian Museum.
- Maintain and grow the financial sustainability of the research program by securing funding through grants and sponsorship.
- Supervise undergraduate and postgraduate research students, normally at the University of Sydney, and research fellows at the Australian Museum.

## Key challenges

The position holder will be required to
- Prioritise competing demands from a diversity of internal and external stakeholders for research, teaching, public engagement, and service activities.
- Communicate often complex scientific information to varied audiences.
- Secure research funding in a competitive funding environment.

## Key relationships

| Who | Why |
|---|---|
| **Internal** | |
| Group Manager, Geosciences and Archaeology | - Negotiate overall direction on priorities for research in the archaeology of the First Nations of Australia |
| Manager, Aboriginal & Torres Strait Islander Collection | - When requested, contribute to strategic directions and provide guidance for collection management. |
| Marketing & Publicity; Public Programs | - Assist with incorporation of archaeology of the First Nations of Australia into marketing, publicity and public programs. |
| Head of the SOPHI School, University of Sydney | - Research, teaching, supervision and public engagement. |
| WHS Coordinator | - Implement the required WH&S policies and procedures and safe work practices to ensure that any work is carried out in ways that safeguard the WH&S of employees undertaking the work and does not expose |

| Who | Why |
|---|---|
| | |
| General public | • Communicate the importance of archaeology of the First Nations of Australia and the work of the Australian Museum and University of Sydney.<br>• Respond to enquiries concerning archaeology of the First Nations of Australia |
| Media | • Respond to media enquiries relating to archaeology of the First Nations of Australia and and act as AMRI spokesperson on archaeology of the First Nations of Australia in the media. |
| Scientific institutions | • Respond to requests for advice on the archaeology of the First Nations of Australia<br>• Supervise postgraduate students and research fellows. |
| Government departments | • Respond to requests for advice on the archaeology of the First Nations of Australia |

## Role dimensions

### Decision making

The position holder is responsible for developing a research program in the Archaeology of the First Nations of Australia in consultation with the Group Manager of Geosciences and Archaeology and the SOPHI Head of School.

### Reporting line

Group Manager, Geosciences and Archaeology (AM); Head of School, SOPHI.

### Direct reports

The position holder is responsible for supervising grant-funded staff and postgraduate students.

## Essential requirements

1. A PhD in Archaeology with a strong background in archaeology of the First Nations of Australia relevant to the Museum's research priorities http://australianmuseum.net.au/uploads/documents/30101/amri_sciencestrategy_2015.pdf

2. Demonstrated capacity to conduct research as evidenced by international/peer reviewed publications and success in attracting research funding.

3. Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this 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

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

## 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** Display Resilience and Courage | Intermediate | • Be flexible and adaptable and respond quickly when situations change<br>• Offer own opinion and raise challenging issues<br>• Listen when ideas are challenged and respond in a reasonable way<br>• Work through challenges<br>• Stay calm and focused in the face of challenging situations |
| **Relationships** Communicate Effectively | Advanced | • Present with credibility, engage varied audiences and test levels of understanding<br>• Translate technical and complex information concisely for diverse audiences |

| Group and Capability | Level | Behavioural Indicators |
|---|---|---|
| | | • Create opportunities for others to contribute to discussion and debate<br>• Actively listen and encourage others to contribute inputs<br>• Adjust style and approach to optimise outcomes<br>• Write fluently and persuasively in a range of styles and formats |
| **Relationships**<br>Commit to Customer Service | Adept | • Take responsibility for delivering high quality customer-focused services<br>• Understand customer perspectives and ensure responsiveness to their needs<br>• Identify customer service needs and implement solutions<br>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers<br>• Maintain relationships with key customers in area of expertise<br>• Connect and collaborate with relevant stakeholders within the community |
| **Relationships**<br>Work Collaboratively | Adept | • Encourage a culture of recognising the value of collaboration<br>• Build co-operation and overcome barriers to information sharing and communication across teams/units<br>• Share lessons learned across teams/units<br>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| **Results**<br>Deliver Results | Intermediate | • Complete work tasks to agreed budgets, timeframes and standards<br>• Take the initiative to progress and deliver own and team/unit work<br>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals<br>• Seek and apply specialist advice when required |
| **Business Enablers**<br>Technology | Adept | • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks<br>• Identify opportunities to use a broad range of communications technologies to deliver effective messages<br>• Understand, act on and monitor compliance with information and communications security and use policies<br>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business<br>• Support compliance with the records, information and knowledge management requirements of the organisation |
| **Business Enablers**<br>Project Management | Intermediate | • Perform basic research and analysis which others will use to inform project directions<br>• Understand project goals, steps to be undertaken and expected outcomes<br>• Prepare accurate documentation to support cost or resource |

| Group and Capability | Level | Behavioural Indicators |
|---|---|---|
| | | • estimates<br>• Participate and contribute to reviews of progress, outcomes and future improvements<br>• Identify and escalate any possible variance from project plans |
| **People Management**<br>Manage and Develop People | Intermediate | • Ensure that roles and responsibilities are clearly communicated<br>• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks<br>• Develop team capability and recognise and develop potential in people<br>• Be constructive and build on strengths when giving feedback<br>• Identify and act on opportunities to provide coaching and mentoring<br>• Recognise performance issues that need to be addressed and work towards resolution of issues |