

# Role Description

## Technical Officer, Biodiversity Sampling



Cluster	Planning, Industry and Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Places, Design and Public Spaces / Royal Botanic Gardens and Domain Trust/ Science and Conservation / Evolutionary Ecology
Location	The Royal Botanic Garden Sydney, The Blue Mountains Botanic Garden Mount Tomah, The Australian Botanic Garden Mount Annan and Centennial Parklands
Classification/Grade/Band	Technical Officer (Scientific) Grade 1/2
Role Number	30845
ANZSCO Code	311413
PCAT Code	1119192
Date of Approval	November 2017 (updated September 2020)
Agency Website	<a href="http://www.rbgsyd.nsw.gov.au">www.rbgsyd.nsw.gov.au</a> <a href="http://www.centennialparklands.com.au">www.centennialparklands.com.au</a>

### Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

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 Trust incorporates the Australian Institute of Botanical Science and one of the country's leading international tourism businesses.

Staff working for the Trust are employees of the Department of Planning, Industry & Environment, within the Botanic Gardens Greater Sydney agency – a group of world-leading staff from the fields of science, horticulture, public space activation, visitor experience, not-for-profit fundraising, digital engagement, tourism, planning, major project delivery, commercial investment, sustainable resource and asset management, events and recreation.

According to a 2018 report from Deloitte Access Economics, the Trust contributes around \$140 million to the NSW economy each year, supports more than 1,100 jobs and contributes more than \$180 million in social and cultural contributions annually.

### Primary purpose of the role

The National Herbarium of NSW within the Royal Botanic Garden Sydney supports an active research program

into plant biodiversity and conservation. The role will coordinate acquisition and management of plant material for DNA studies, collection of herbarium specimens and assists with fieldwork, curation of specimens, laboratory research and collection of data related to plant conservation projects in the Science and Conservation branch.

Key accountabilities

- Plan, coordinate and conduct fieldwork aimed at representative sample collection of native flora for plant conservation projects in the Science and Conservation branch.
- Research and identify material to be sampled for DNA extraction, plant specimens and seed for collection; ensure that samples are collected from a diverse range of natural environments and in accordance with collection guidelines and work health and safety guidelines.
- Collect and maintain accurate data and records using digital tools, for incorporation into databases for historical and research purposes.
- Process and record plant specimens in accordance with DNA laboratory, herbarium and live collection procedures, ensure collections are appropriately handled and stored to prevent damage and deterioration within approved guidelines.
- Implement quality assurance protocols to ensure the quality and standards of all data, specimens and materials collected in the field and in the laboratory is maintained.
- Prepare, manage and database relevant datasets, and provide relevant bioinformatics contribution to research projects.
- Assist with the preparation of reports, discussion papers, summary reviews, correspondence and submissions from technical, scientific and regulatory perspectives, as well as briefs and advice for senior staff and researchers as required.
- Contribute to the implementation of BGCP’s work health and safety, risk management and environmental plans in accordance with relevant legislation, policies and procedures.

Key challenges

- Planning and implementing a state-wide plant collecting program, communicating with a complex range of stakeholders including state government agencies and landowners.
- Managing a highly seasonal workload and conducting field work under difficult conditions in remote locations.
- 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	<ul style="list-style-type: none"><li>• Receive guidance and support, provide advice and exchange information</li></ul>
Science and Conservation branch staff and students	<ul style="list-style-type: none"><li>• Work collaboratively to contribute to achieving business outcomes</li><li>• Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.</li><li>• Provide support, ensure that specimens collected are subjected to appropriate herbarium technical procedures.</li><li>• Provide guidance, support, exchange information and facilitate their professional development.</li></ul>

Volunteers

- Support and provide expert advice.

Who	Why
External	
Industry professionals/Consultants	<ul style="list-style-type: none"><li>• Exchange specialist knowledge/advice</li><li>• Collaborate/Liaise with national and international botanical institutions with respect to collection management practices.</li></ul>
Key Stakeholders	<ul style="list-style-type: none"><li>• Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives</li></ul>
Non- Government Organisations & Community groups	<ul style="list-style-type: none"><li>• Liaise, provide technical advice and promote the role of BG&amp;CP in plant conservation programs.</li><li>• Promote community involvement in the planning and coordination of collecting plant samples and other material.</li></ul>

## Role dimensions

### Decision making

The role operates with some level of autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The 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

No direct reports, but may be required to supervise students, dependent on projects and initiatives.

### Budget/Expenditure

Nil

## Key knowledge and experience

- Knowledge of Australian flora botanical names and terminology.
- Experience in collecting and processing plant material for DNA research, seeds and herbarium specimens in a diverse range of natural environments.
- Experience in scientific data collection, manipulation and management.

## Essential requirements

- Relevant qualification in Biological Sciences.
- Current First Aid (HLTAID003) qualification or equivalent.
- Current Australian driver's licence with the ability to drive manual vehicles and willingness to undertake remote fieldwork trips for extended periods of time.
- Ability to work outside of normal working hours and on weekends if required.

## Capabilities for the role




The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 <b>Personal Attributes</b>	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Stay motivated when tasks become difficult</li> </ul>	Intermediate
	 <b>Relationships</b>	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes that were achieved by effective collaboration</li> <li>Engage other teams and units to share information and jointly solve issues and problems</li> <li>Support others in challenging situations</li> <li>Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
 <b>Results</b>	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Seek and apply specialist advice when required</li> <li>Complete work tasks within set budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own work and that of the team or unit</li> </ul>	Intermediate





		<ul style="list-style-type: none"> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>• Identify opportunities to use a broad range of technologies to collaborate</li> <li>• Monitor compliance with cyber security and the use of technology policies</li> <li>• Identify ways to maximise the value of available technology to achieve business strategies and outcomes</li> <li>• Monitor compliance with the organisation's records, information and knowledge management requirements</li> </ul>

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 <b>Relationships</b>	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 <b>Results</b>	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate