Role Description
Scientific Officer, Ornithology Systematics and Palaeontology

Cluster	Premier and Cabinet
Agency	Australian Museum
Division/Branch/Unit	AMRI, Science & Learning
Location	Sydney
Classification/Grade/Band	Scientific Officer Grade 4
Kind of Employment	Temporary Part Time
Role Number	50000069
ANZSCO Code	234511
PCAT Code	1119192
Date of Approval	
Agency Website	http://australianmuseum.net.au/

Overview

The Australian Museum (AM) operates within the NSW Premier and 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 biological, geological and cultural collection objects 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.

The Australian Museum Research Institute is comprised of the following four Branches: Life and Geosciences, Australian Centre for Wildlife Genomics, Digital Collections and Citizen Science, and Collections Care and Conservation. For more information about science, visit:
http://australianmuseum.net.au/document/https://australianmuseum.net.au/about/organisation/reports/science-strategy-2018/

Primary purpose of the role

To increase the impact of ornithological science at the Australian Museum by undertaking an innovative research program that capitalises on the strengths of the Museum's collections and engages diverse audiences in the field of bird evolution and palaeontology.

Key accountabilities

- Conceive and implement an original scientific research program using museum collections that builds on the Australian Museum Science Strategy to increase our understanding of bird evolution and systematics by integrating palaeontological and neontological data, particularly of passerine radiations, and communicate the results through scientific publications, at scientific meetings, community outreach and public programs.

- Initiate, plan and lead field expeditions with staff, students and volunteers to strategically develop the Museum's collections.

Actively contribute to the Museum's public engagement strategies by engaging with diverse audiences through provision of expert knowledge, community outreach and in-house public programs, delivered through a diversity of traditional and contemporary media.

- Support the Ornithology Collection Manager in developing strategic directions for the acquisition, management and use of the ornithological collections.
- Maintain and grow the financial sustainability of the research program by securing funding through grants and sponsorship.
- 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 them to risks to their health and safety.
- Supervise undergraduate and postgraduate students and research fellows.

Key challenges

- The position holder will be required to prioritise competing demands from a diversity of internal and external stakeholders for research, public engagement and administrative activities.
- Communicating often complex scientific information to varied audiences.
- Securing research funding in a competitive funding environment.

Key relationships

Who	Why
Internal	
Manager, Life and Geo Sciences	• Branch manager, provides guidance, assigns tasks, requests data
Group Manager, Terrestrial Vertebrates Collection	• Line manager and administrative approvals (time sheets, leave, purchasing, expenses), strategic guidance
Collections staff, volunteers in the Ornithology Collection	• Direct supervision of collections staff and volunteers
Staff in other areas	• Includes other researchers, collection managers, collections care & conservation, building services, finance, people & culture, public engagement, marketing, development, WHS, visitor services
External	
General Public	• Communicate the importance of birds and the work of the Australian Museum
	• Respond to public enquiries on a range of ornithological subjects
Media	• Respond to media enquiries on birds and be one of the Museum spokespersons on bird issues.

Role dimensions

Decision making

The position holder is responsible for developing the ornithology research program in consultation with the Group Manager of Terrestrial Vertebrates. They will assist the Ornithology Collection Manager in strategic planning for the bird collections and in prioritising user access.

Reporting line

Group Manager, Terrestrial Vertebrates (AM)

Direct reports

Students and volunteers

Budget/Expenditure

Up to $4,000

Essential Requirements

1. A PhD in ornithology systematics or palaeontology relevant to the Museum's research priorities.

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

3. Demonstrated track record in research publications that makes the position suitable for a joint position with a university.

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

	Communicate Effectively	Advanced
Relationships	**Commit to Customer Service**	**Adept**
	Work Collaboratively	**Adept**
	Influence and Negotiate	Intermediate
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	Intermediate
	Project Management	**Intermediate**
People Management	**Manage and Develop People**	**Intermediate**
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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 • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • 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 • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results	Intermediate	• Technology

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Deliver Results		• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation

Business Enablers	Adept	• Perform basic research and analysis which others will use to inform project directions
Project Management		• Understand project goals, steps to be undertaken and expected outcomes
		• Prepare accurate documentation to support cost or resource estimates
		• Participate and contribute to reviews of progress, outcomes and future improvements
		• Identify and escalate any possible variance from project plans

People Management	Adept	• Ensure that roles and responsibilities are clearly communicated
Manage and Develop People		• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks
		• Develop team capability and recognise and develop potential in people
		• Be constructive and build on strengths when giving feedback
		• Identify and act on opportunities to provide coaching and mentoring
		• Recognise performance issues that need to be addressed and work towards resolution of issues