

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Technical Officer	Division: National Parks and Public Lands
Classification Level: TGO1	Branch/Unit: Botanic Gardens & State Herbarium
CHRIS Position Number: Various	Reports to (Title): Manager, Science & Conservation

About the Agency – [Department for Environment and Water](#)

About the Role

The Technical Officer is responsible for the provision of a range of efficient and accurate curatorial and research support services for the Botanic Gardens and State Herbarium.

These include processing of plant specimens, undertaking and supporting project activities including databasing, microscopy and field work as well as assisting with general science operations. The role supports the maintenance and enhancement of an up-to-date reference plant, algae and fungi collection, and an increased knowledge of the South Australian flora.

Key Role Outcomes

- Provision of technical support for curation services, processes and systems, to help maintain an up to date and accessible reference plant, algae and fungi collection.
- Contribution to the maintenance and quality of the State Herbarium's electronic and hard copy data and information, including its databases.
- Contributions to specific projects, including field collections and surveys, the conduction of scientific workshops along with the use of specimen analysis, imaging and microscopy to support taxonomic and biodiversity research.
- Contribution is made to the effective operation, delivery and improvement of State Herbarium resources, assets, technical equipment, procedures and processes, including the monitoring and reporting of built assets, to ensure their ongoing maintenance and suitability for curatorial processes and functions.
- Cooperative working relationships are fostered and maintained, and accurate and responsive advice, training and guidance is delivered to students, staff and volunteers, in order to ensure the ongoing achievement of high quality curatorial and taxonomic research standards.

Essential Criteria

- Understands the broad directions of, and developments in, Botany and the recording of scientific information.
- Gathers information, as directed, from a wide range of formal and informal sources including internet, literature, other organisations and professional networks.
- Recognises and communicates the implications of relevant data/information.

- Is effective in checking own work accurately for correct spelling and formatting in line with the expected standards.
 - Demonstrates data handling and analysis skills, and figure preparation to support scientific publications and descriptions of species.
 - Demonstrates technical skills including specimen preparation, microscopy, photography, and handling of chemicals.
 - Displays the ability to use relevant ICT systems/software applications/information tools to perform effectively daily work.
 - A relevant Technical or Scientific tertiary qualification relevant to this position is essential including Biological Science, Conservation, Horticulture, Ecology, or a related field.
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Desirable Criteria

- Demonstrates a good understanding of the principles relating to researching and documenting technical information, relating to SA plant, algae or fungi taxonomy including collection, identification, description and curation.
 - Can accurately, clearly and concisely compose and present it in a manner easily understood by the public.
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Key Relationships/Interactions

- Chief Botanist and Manager, Science and Conservation (line manager)
 - BGS Senior Scientific Officer, Knowledge Management
 - Botanic Gardens and State Herbarium staff at all levels
 - Volunteers and members of the Friends of the Botanic Gardens of Adelaide
 - Researchers and students
 - Members of the public
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Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- Prior to being employed, the successful applicant will be required to provide a Department of Human Services (DHS) working with children check (WWCC) which is required to be renewed every five years before expiry.
- May be required to work outside of the normal work hours, including on weekends.
- May be required to undertake intrastate/interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- May be required to work in laboratories where chemicals are used and stored.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> Thinking and acting strategically 	<ul style="list-style-type: none"> Reflects on the direction and progress of their work against set goals. Knows how own work contributes to the goals of the agency.
Achieves Results	<ul style="list-style-type: none"> Delivering Effective Outcomes 	<ul style="list-style-type: none"> Is clear about the priorities for the role and completes tasks within agreed timeframes and standards. Works with Line Manager to problem solve and overcome challenges.
Drives Business Excellence	<ul style="list-style-type: none"> Optimising Performance Promoting Customer Service 	<ul style="list-style-type: none"> Works collaboratively with team members to achieve set goals. Considers constructive feedback from team members and applies learnings.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> Influencing and Negotiating Establishing and Maintaining Networks 	<ul style="list-style-type: none"> Provides accurate information in a timely way to appropriate groups upon request. Is proactive in keeping their line manager informed of work progress. Readily responds to requests for information and follows through on undertakings. Maintains composure and a friendly demeanour in dealing with others.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> Communicates setbacks to manager and continues with effectively progressing other priorities. Embraces new learning that may be required to adapt successfully to changes in the job role.

Work Health and Safety

Follows workplace safety procedures

- Accepts responsibility for own and others' safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).

- Actively participate in the Department’s Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	16/9/2024	Original Class method:	Comparison
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