# Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

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

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| **Role Title:** Technical Officer | **Division:** National Parks and Public Lands |
| **Classification Level:** TGO2 | **Branch/Unit:** Botanic Gardens & State Herbarium (BGSH) |
| **CHRIS Position Number:** P65575 | **Reports to (Title):** Senior Scientific Officer |

## About the Agency – Department for Environment and Water

## About the Role

The Technical Officer is responsible for assisting in, planning for and undertaking threatened species seed collection field work, data management and nursery maintenance to support the Seed Conservation Centre's seed bank program. The Technical Officer is also responsible for storing seeds within the Seed Bank, assisting with germination trials and may be required to provide support and supervision of staff in the field.

## Key Role Outcomes

- Seed Conservation Centre field work projects including nursery management are supported through project milestones being delivered on time and within budget.
- Seed Bank data is captured and maintained within appropriate BGSH data repositories.
- The Seed Conservation Centre staff and activities are supported and delivered in accordance with the departmental Work Health and Safety procedures.

## Essential Criteria

- Has in-depth current knowledge and grasp of all relevant aspects of threatened species conservation, seed germination and ex-situ restoration techniques.
- Maintains up to date and sound knowledge of South Australian threatened species legislation and recovery programs.
- Experience in undertaking field monitoring investigation and botanical collection activities, including preparing field trip itineraries, planning field work and safely working in on site locations.
- Experience in plant identification, propagation and knowledge of threatened plants and habitats in SA.
- Experience in collecting, validating, analysing, interpreting, presenting and archiving technical data and information.
- Experience implementing recovery and restoration programs.
- Demonstrates technical skills including working within a laboratory, specimen preparation, microscopy, photography, and handling of chemicals.
- An appropriate Technical or Scientific tertiary qualification in Environment, Biological or Botanical Science or a related field.

## Desirable Criteria

- Understanding and knowledge of GIS applications including the ability to manipulate basic data sets, collect field data using Arc Field maps and to extract and collate data into a format for entry in the Biological Database of SA (BDBSA) template would be highly advantageous.
- 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.

## Key Relationships/Interactions

- Maintains a close working relationship with Seed Conservation Centre and State Herbarium staff.
- Liaises with Department for Environment and Water staff and volunteers, as required.
- Liaises with landholders and project partners, as required.

## Special Conditions

- Will 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.
- A current class "C" driver's licence and willingness and ability to safely operate a 4wd is essential.
- A current First Aid Certificate is essential.
- Inter and intrastate and remote area travel is required, including overnight absences, travel in light aircraft and work outside of the normal hours of work, including on weekends.
- Will be required to work in laboratories where chemicals are used and stored.
- This role has been identified as a:
  Position of trust ☒ Prescribed position ☒ Not applicable ☐

  The following screening check(s) is/are required:

  - You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
  - You will be required to provide a valid Department of Human Services Working with Children Check prior to being employed, which is required to be renewed every five years before expiry. DEW will cover the cost of renewal.

| Core Competencies | Elements | Behavioural Indicators |
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| **Shapes Strategic Thinking and change** | • Thinking and acting strategically | • Seeks help to differentiate between essential and important activities versus non-essential.<br>• Knows the reasoning behind key policies, practice and procedures. |

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| **Achieves Results** | • Delivering Effective Outcomes | • Is clear about the priorities for the role and completes tasks within agreed timeframes and standards.<br>• Works with Line Manager to problem solve and overcome challenges. |
| **Drives Business Excellence** | • Optimising Performance | • Works collaboratively with team members to achieve set goals.<br>• Actively monitors own performance and participates in performance review and development processes with their Line Manager. |
| **Forges Relationships and Engages Others** | • Influencing and Negotiating | • Provides accurate information in a timely way to appropriate groups upon request.<br>• Is proactive in keeping their line manager informed of work progress. |
| **Exemplifies Personal Drive and Professionalism** | • Displaying Flexibility and Resilience | • Communicates setbacks to manager and continues with effectively progressing other priorities.<br>• 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 other's 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.

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