



Position Description

College/Division:	College of Science
Faculty/School/Centre:	Fenner School of Environment and Society
Department/Unit:	
Position Title:	Technical Officer
Classification:	ANU Officer Grade 6 (Technical)
Position No:	
Responsible to:	Dejan Stojanovic
Number of positions that report to this role:	3
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The [ANU College of Science](#) (CoS) encompasses the disciplines of: Astronomy, Biology, Chemistry, Earth Sciences, Environment and Society, Mathematics, Physics, Science Communication and is also home to cross-disciplinary and specialist Institutes and Centres. Staff and students within the ANU College of Science conduct research and deliver a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities.

The Fenner School of Environment & Society (FSES) is a world-leading centre for cross-disciplinary environmental and sustainability research, education and policy-relevant advice. Through cutting-edge research and insightful analysis, our academic experts create social, economic and environmental impact and deliver real-world solutions to address complex environmental challenges. FSES is housed in Frank Fenner Building, Forestry Building and Robertson Building. Our mission is to encourage sound environmental policy and governance outcomes that support sustainability.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will provide support to a long-term research project on threatened birds. The role will be incorporate work relating to two focal projects (swift parrots and forty-spotted pardalotes). The work will be primarily field based with additional roles in supporting data management and project reporting. The role will be based in Tasmania, but there will be some requirement to travel for project activities.

Role Statement:

Under the broad direction of Dr Dejan Stojanovic, the Technical Officer will:

- Undertake field work, often alone, in remote areas across Tasmania and elsewhere in a safe and responsible manner in compliance with ANU WHS and field work procedures and policies.
- Undertake field data collection, including a diverse range of activities including tree climbing, fauna and flora surveys
- Provide technical advice to stakeholders on a range of functions, including experimental design and implementation, risk assessments, and the general operation of the Difficult Bird Research Group.
- Take responsibility for the general maintenance of field equipment including but not limited to tree climbing gear maintenance, collection and storage of biological samples, waste disposal, washing, cleaning, setting up, and packing down field equipment as required.
- Perform general administration duties associated with the Difficult Bird Research Group, including the preparation of reports, ensuring safe working practices and WHS requirements, and ensuring that compliance protocols for regulatory requirements are met.
- Management of inventories, including the preparation and/or ordering of supplies, and collating cost estimates on equipment purchases.
- Monitor and maintain data systems, analysis of experimental results, assist in the preparation of data for research publication and where applicable, the development software.

- Provide support, teaching, and training to students, visitors, external collaborators, professional and academic staff in field methods and the preparation of training materials.
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. A Degree with subsequent relevant experience in ecology and conservation science, or extensive experience and specialist expertise with equivalent combinations of relevant experience and/or education/training.
2. Demonstrated experience in the implementation of complex ecological field research projects in remote environments, including experience in undertaking high risk activities (e.g., tree climbing) in a safe manner.
3. A high skill level at ecological survey techniques, and a demonstrated ability to learn new techniques. A proven ability to contribute to supporting a field research program with demonstrated experience assisting honours and postgraduate students and a strong understanding of WHS and regulatory requirements.
4. A demonstrated ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
5. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:	Dejan Stojanovic	Date:	15/8/2024
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References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	
Position Title	Technical Officer	Classification	ANU Officer 6 (Technical)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Tree climbing and remote area field work are important parts of this role.					
Supervisor/Delegate:	<i>Dejan Stojanovic</i>		Date:	15/8/24	