

Role Description

Weed Botanist



Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Botanic Gardens of Sydney / Science, Education & Conservation
Location	National Herbarium of NSW, The Australian Botanic Garden Mount Annan
Classification/Grade/Band	Scientific Officer Grade 1/2
ANZSCO Code	234515
PCAT Code	1119192
Date of Approval	May 2023
Agency Website	botanicgardens.org.au

Agency overview

The Botanic Gardens of Sydney (Gardens) 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 is one of the country's leading international tourism destinations.

Staff working for the Gardens are employees of Transport for NSW, within the Cities and Active Transport division – a group of world-leading staff from the fields of science, horticulture, public space activation, visitor experience, for-purpose 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 Weed Botanist develops and manages an active, productive research program into NSW State Priority Weeds and those exotic plant species that could be at that level of importance, including identification and collection of important weeds to NSW and preparing and publishing outcomes in various media. The Weed Botanist also assists the NSW Department of Primary Industries with State Priority Weed management and works closely with staff in the Invasive Species Biosecurity Unit of the department.

Key accountabilities

- Maintain an active research program on NSW State Priority Weeds and those exotic plant species that could be at that level of importance that leads to publications in scientific journals, books, popular media and on the internet, as well as presentations at appropriate scientific and general meetings or conferences.
- Build a reference collection of NSW's Prohibited Matter Weeds within the herbarium (and working with other herbaria across Australia on their reference collections) and provide advice to the Department of Primary Industries (DPI) and local government weed officers on plant collection techniques
- Assist with training material and review of training courses that contain a weed identification component
- Timely identification of suspected high risk weeds and notification to DPI of detection (including collection) and/or advice on new naturalisations of exotic plant species recorded in NSW
- Assist with weed nomenclature and updates with taxonomic name changes of weed species and associated updates to PlantNet and NSW WeedWise
- Supervise and mentor students and other workers to support learning and ensure research is carried out using appropriate techniques and within required timeframes.
- Contribute to the implementation of work health and safety, risk management and environmental plans in accordance with relevant legislation, policies and procedures.

Key challenges

- Working independently to resolve research issues that arise on a day-to-day basis and bringing potential issues to the attention of the Head.
- Utilising current knowledge of modern plant systematic techniques and associated skills to deliver a coordinated and effective approach to, research and other activities.
- Maintaining an expert and current understanding of taxonomic changes in plants for which this position has curatorial responsibility.

Key relationships

Who	Why
Internal	
Head of Plant Discovery & Evolution Research	<ul style="list-style-type: none">• Receive guidance and support, provide advice and exchange information.
Direct reports / Plant Discovery & Evolution Research team	<ul style="list-style-type: none">• Provide guidance, support, exchange information and facilitate their professional development• Collaborate on broader strategic flagship projects.
Agency staff / other staff	<ul style="list-style-type: none">• Work collaboratively to contribute to achieving business outcomes• Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.

External

Industry professionals / Consultants

- Develop and maintain effective working relationships, exchange of knowledge, develop opportunities for collaboration in achieving research project goals.
- Participate in discussions regarding new and innovative research project activities.

Key Stakeholders

- Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.
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Role dimensions

Decision making

The Weed Botanist is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. This position is accountable for the quality, integrity and accuracy of the content of advice provided.

Reporting line

This role reports to the Head of Plant Discovery & Evolution Research.

Direct reports

The Weed Botanist has no direct reports, but may be required to supervise staff, dependent on projects and initiatives.

Budget/Expenditure

This role will be responsible for managing own external grants.

Key knowledge and experience

- Knowledge of and experience in, appropriate research techniques (e.g., specimen collection, microscopy, phylogenomics, comparative methods) in the herbarium, field and laboratory, with a good knowledge of the Australian flora.
- Knowledge of systematic botany (plant taxonomy) and nomenclature in relation to the understanding of Herbarium collections and record keeping practices within collections.
- Experience in herbarium curation procedures and plant identification.
- Expertise in the use of botanical specimen data and current collections databases, data processing and interpretation skills.

Essential requirements

- Tertiary qualifications in Biological and/or Botanical Science, with substantial training in systematic botany (plant taxonomy) and extensive knowledge of vascular plants.
- Current driver's license with the ability to operate manual vehicles.

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
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and unit objectives and align operational activities accordingly
- Initiate and develop team goals and plans, and use feedback to inform future planning
- Respond proactively to changing circumstances and adjust plans and schedules when necessary
- Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals
- Accommodate and respond with initiative to changing priorities and operating environments

Intermediate



Project Management

Understand and apply effective planning, coordination and control methods

- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

Adept



Manage and Develop People







Engage and motivate staff, and develop capability and potential in others










- Clarify the work required, and the expected behaviours and outputs
- Clearly communicate team members' roles and responsibilities
- Contribute to developing team capability and recognise potential in people
- Recognise good performance, and give support and regular constructive feedback linked to development needs
- Identify appropriate learning opportunities for team members
- Create opportunities for all team members to contribute
- Act as a role model for inclusive behaviours and practices
- Recognise performance issues that need to be addressed and seek appropriate advice

Foundational

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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational