Role Description

**Systematic Botanist**

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| **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** | **April 2023 (updated from September 2015)** |
| **Agency Website** | **www.rbgsyd.nsw.gov.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 Systematic Botanist develops and manages an active, productive research program into systematics of selected plant groups, including preparing and publishing outcomes in various media, as well as managing the taxonomic curation of selected herbarium collections and providing identification advice to clients.

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# Key accountabilities

* Maintain an active research program in systematics (including taxonomy, phylogenomics, and/or macroevolution) of selected plant groups 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.
* Actively seek external funding to support research program and manage associated budgets.
* Supervise and mentor students and other workers to support learning and ensure research is carried out using appropriate techniques and within required timeframes.
* Maintain the taxonomic curation of assigned plant families within the collection of the National Herbarium of NSW in liaison with technical staff, in accordance with accepted policies and standards, to ensure that plant groups in the herbarium are accurately identified.
* Provide accurate descriptions and identification tools for selected plant groups for PlantNET and other floras and media so that clients are able to identify material accurately.
* Provide plant identification and botanical information for clients in an accurate and timely manner.
* Develop and maintain cooperative and productive working relationships with key internal and external contacts including botanists and researchers in universities and herbaria, to achieve an effective approach to all requests and the responsive provision of advice and information.
* 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

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| **Who** | **Why** |
| **Internal** |  |
| Head of Plant Discovery & Evolution Research | * Receive guidance and support, provide advice and exchange information. |
| Direct reports / Plant Discovery & Evolution Research team | * Provide guidance, support, exchange information and facilitate their professional development * Collaborate on broader strategic flagship projects. |
| Agency staff / other staff | * 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. |

# Role dimensions

## Decision making

The Systematic 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 Systematic 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.

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## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| **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 | 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 | 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 |
| results | **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 |
| business-enablers | **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 |
| people-management | **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.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Foundational |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |