



Reference number:	19181	Date Approved: 31 October 2008
		Closing Date: 1 December 2008
Title:	Collections Planning and Development Officer	
Designation:	APS 6	
Division:	Parks Australia	
Branch:	Parks Australia South	
Section:	Australian National Botanic Gardens	
Unit:	Assets and Development	
Location:	ANBG Canberra ACT	
Immediate supervisor:	Manager, Assets and Development	
Security classification:	N/A	

Duties

- Facilitate assessment, planning and development of the plant collections across the functional units of the ANBG, incorporating inputs from specialist areas including horticulture, communication, science, conservation and information management.
- Lead and manage the plant collections monitoring team, including development of work programs and priorities, managing team training and development needs, preparing budgets and purchasing of equipment.
- Liaise with horticultural and information staff to manage section thematic intent and documentation, plant locations and identity through links to voucher specimens in the Australian National Herbarium, and labelling plants for the public.
- Coordinate meetings of an internal plant collections working group to oversee development and ongoing management of the thematic focus of the collections.
- Facilitate introduction and implementation of spatial data management into Gardens record-keeping, and manage its integration with the existing information management systems of the Gardens.
- Coordinate data requirements of the Living Collections Review.
- Participate in and contribute to the wider activities of the Australian National Botanic Gardens, including innovation and change management.
- Provide advice and prepare policies, submissions and reports as required.

Selection Criteria

1. Demonstrated experience and knowledge of Australian flora and the ability to apply this to collections assessment, planning, development and monitoring. Familiarity with the role of herbaria and the ability to use the botanical literature and plant identification tools. Tertiary qualifications in Horticulture/Biological Sciences or equivalent experience is desirable.
2. Demonstrated experience in maintenance and use of biological databases. An understanding of spatial information management and ability to apply this to botanic gardens' plant collections management.
3. Demonstrated ability to cultivate productive working relationships.
4. Demonstrated ability to shape strategic thinking.
5. Demonstrated ability to achieve results through skills in financial, staff and organisational planning and management.
6. Demonstrated ability to communicate with influence.
7. Shows personal drive and integrity.
8. Knowledge, understanding of and commitment to workplace diversity principles and occupational health and safety and the ability to apply and promote these in the workplace.

Eligibility/other requirements:

- Ability to work outdoors, sometimes in steep terrain and dense vegetation.
- Current drivers licence

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DEWHA as a potential employer.

Queries should be directed to:

Mr Murray Fagg
murray.fagg@environment.gov.au
02-6250 9530

Applications should be forwarded to:

Ms. Frances Verrier
The Australian National Botanic Gardens,
GPO Box 1777,
CANBERRA ACT 2601
Email: frances.verrier@environment.gov.au