

POSITION DESCRIPTION – Herbarium Curator

Position Title: Herbarium Curator Level: 5
Faculty/Division: Science Department/Location: Biological Sciences

Primary purpose of the position:

The Janet Cosh Herbarium is part of the School of Biological Sciences and consists of a regionally significant plant collection, botanical illustrations repository and library. The Herbarium requires a curator to maintain and develop the collection, provide support for teaching and research and facilitate activities which connect with other institutions and the broader community.

Position Environment: (Optional)

The position will contribute to the School of Biological sciences by facilitating undergraduate teaching and research being undertaken by academic staff and postgraduate students. The herbarium and the activities of the herbarium staff enhance the connection with the wider community by providing an important resource for the identification of plants in the region.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Manage the day-to-day operation and development of the herbarium	20	
2. Identify and prepare plant specimens for incorporation into the collection	30	
3. Ensure the integrity and conservation of herbarium specimens	200	
4. Help undergraduates, postgraduates and staff in plant identification	20	
5. Facilitate public education and interactions with other institutions	10	
6. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	
7. Observe principles and practices of Equal Employment Opportunity	Ongoing	
8. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Reporting Relationships:

Position Reports to: Prof. Kris French

The position supervises the following positions: Volunteers

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated skills/ability to manage a herbarium
- Demonstrated skills/ability to manage an electronic database
- Ability to produce careful and accurate plant identification based on keys and herbarium resources
- Demonstrated excellence in the collection, preparation and preservation of plant material.
- Proven ability to teach plant identification skills

Desirable:

- Knowledge of the flora of the Sydney Region

SELECTION CRITERIA - Education and Experience:

Essential:

- Formal training at a tertiary level in plant identification
- Demonstrated experience in management of a plant collection

Personal Attributes:

Essential:

- Ability to work independently and as part of a team
- Ability to communicate with staff from institutions, the community and students in a pleasant and friendly manner
- Attention to detail

Special Job Requirements:

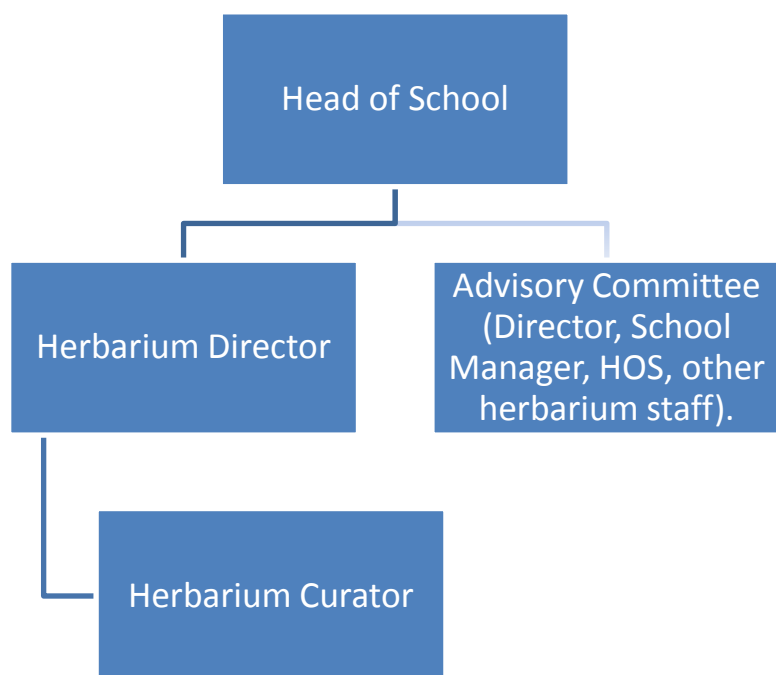
Essential:

- A current NSW class "C" Driver's license or equivalent

Desirable:

- Experience/training in off road 4WD

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____