

## POSITION PROFILE

Position Title	Science Support Officer
Reporting to	Science Manager
Section	Science
Filling Restrictions	Full Time
Employment term	3 years renewable with provision for ongoing status

## **WORKING ENVIRONMENT**

The CCAMLR Secretariat is the executive arm of a 35-nation inter-governmental organisation responsible for managing Antarctic marine living resources south of about 45°S. The Secretariat is a dynamic organisation which supports a regulatory Commission and a scientific advisory body (Scientific Committee).

## **POSITION FUNCTIONS**

The CCAMLR Secretariat is responsible for the technical and administrative support to the work of the Scientific Committee and its subsidiary bodies. This requires working closely with the Scientific Committee and its specialist working groups. The Science Section undertakes synthesis and analysis of scientific data and information from monitoring programs and commercial fisheries as well as providing science administration and logistical support to programs including CCAMLR's Scheme of International Scientific Observation, CCAMLR's Ecosystem Monitoring Programme, tagging initiatives and marine debris monitoring.

## **POSITION PROFILE**

The Science Support Officer main areas of responsibility are to:

- Provide operational support to the Scientific Observer Scheme Coordinator particularly with the CCAMLR tagging and otolith collection programmes.
- Coordinate the data acquisition and validation of data from CCAMLR's Ecosystem Monitoring Programme and marine debris monitoring.
- Undertake routine analyses and synthesis of data and related information to support the work of the Science Section
- Provide data entry and validation within the Secretariat's Data Centre

## **REQUIRED BACKGROUND AND SKILLS**

The selection criteria for the Science Support Officer will be based on:

- Relevance of tertiary qualifications (BSc degree desirable)
- Practical experience/demonstrated ability of research and data analyses
- Practical experience of operating data collection processes using databases / spreadsheets
- Experience of successfully interacting with data providers
- Communication skills, including good standard of written and spoken English
- Demonstrated ability to meet deadlines

## **APPLICATIONS**

Written applications responding to the selection criteria and describing the formal training, skills and professional experience qualifying an applicant for consideration for this position may be submitted to: [recruitment@ccamlr.org](mailto:recruitment@ccamlr.org)

Applications must include full contact details for at least two professional referees, Referees will only be approached for a testimonial in respect of short-listed candidates.

Applications close: March 16 2012

Commencement date: April/May 2012

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