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Criteria Progression

'All progress is based upon a universal innate desire on the part of every organism to live beyond its income'

(Samuel Butler, 1835-1902)

The Department of the Premier and Cabinet has approved criteria for progression for Research Scientists and Technical Officers in the Department of Environment and Conservation (DEC).

Criteria progression is promotion based on performance and experience. Promotional opportunities are also dependent on an ongoing need for work to be done at the higher level. Therefore the number of positions (hence promotional opportunities) at various levels will be limited, depending on the Division's ongoing need to effectively and efficiently deliver science services to DEC.

This will be reviewed by the Science Management Team (the Director and Program Leaders) on an annual basis. Staff will then be invited to apply when a need for additional staff at particular levels is identified. If applicants meet the criteria, then the strongest applicant(s) will be progressed. Applications will be assessed by:

- 1) a recent EPDP report,
- 2) written application addressing the criteria, and
- 3) a formal interview.

A selection report and recommendation will be prepared by the Review Panel and referred to DEC's Classification Review Committee.

Science Division has developed procedures for dealing with criteria progression. DEC's Classification Review Committee approves these procedures.

It is essential that all Characteristics, Academic Requirements, and General Features of Duties are addressed explicitly and sufficiently.

Technical Officers to Level 5 and Research Scientists to SC Level 3

Criteria Progression is available from Technical Officer Level 2 to Technical Officer Level 3, from Technical Officer Level 3 to Senior Technical

Officer Level 4, from Senior Technical Officer Level 4 to Principal Technical Officer Level 5, for Research Scientist Specified Callings (SC) Level 1 to Research Scientist SC Level 2 and for Research Scientist SC Level 2 to Senior Research Scientist SC Level 3, subject to availability of promotional opportunities.

Where promotional opportunities are available, officers are eligible to apply for criteria progression 12 months after reaching the top of their level. It is the responsibility of each officer to apply in writing (signed and dated) to the Director, for Criteria Progression, stating how s/he meets the criteria. An EPDP review, conducted within the previous 6 months by the applicant's supervisor, must accompany the application.

This EPDP review must have recommended that the appraisee consider applying for Criteria Progression when promotional opportunities become available.

Technical Officers applying for Criteria Progression from Level 4 to Level 5 must demonstrate that they are already working actively as a 'junior scientist' – this entails genuine lead involvement in preparing Science Project Plans, formulating hypotheses, solving problems and publishing papers under the general direction of a scientist.

Applicants are to forward 6 copies of the whole application plus the original to the Executive Assistant. The original document is date-stamped and copies are sent to Science Management Team members involved. The Panel will not consider applications that are lodged late or are incomplete.

A Review Panel will be convened. For candidates applying for progression up to Level 5 (Technical Officers) or SC Level 3 (Research Scientists), this Panel will consist of the Director of the Science Division and two other Program Leaders. The relevant Program Leader (for Research Scientists) or Supervisor (for Technical Officers) will accompany the applicant at the Review Panel hearing

The Review Panel hearing for Technical Officers applying for Criteria Progression to Level 4 consists of three sections:

- a) a presentation (not exceeding 10 min) by the applicant supporting his/her application,
- b) questions to the applicant from the Panel members (not exceeding 10 min), and
- c) (after the applicant has left the room) development of a recommendation (not exceeding 10 min).

The Review Panel hearing for Technical Officers applying for Criteria Progression from Level 4 to Level 5 consists of three sections:

- a) a presentation (not exceeding 15 min) by the applicant supporting his/her application,
- b) questions to the applicant from the Panel members (not exceeding 15 min), and
- c) (after the applicant has left the room) development of a recommendation (not exceeding 15 min).

The Review Panel hearing for Research Scientists applying for Criteria Progression to SC Level 3 consists of three sections:

- a) a presentation (not exceeding 15 min) by the applicant supporting his/her application,
- b) questions to the applicant from the Panel members (not exceeding 15 min), and
- c) (after the applicant has left the room) development of a recommendation (not exceeding 15 min).

The Panel's selection report and recommendation is forwarded to DEC's Classification Review Committee. If progression is recommended the report must be accompanied by a new, generic Job Description Form. The full report is then forwarded to People Services Branch for review prior to forwarding it to the Classification Review Committee, which considers the recommendation and makes its own recommendation to the Director General, who makes the final decision.

Where the application is successful, the reclassification will be effective from the commencement of the first pay period following the date on which the full application was officially registered by the Executive Assistant, Science Directorate.

Research Scientists, SC Level 3 to SC Level 4, SC Level 4 to SC Level 5

Criteria progression from SC Level 3 (Senior Research Scientist) to SC Level 4 (Principal Research Scientist) and from SC Level 4 to SC Level 5 (Senior Principal Research Scientist) is

available to research scientists in the Department, subject to promotional opportunities.

Reclassification from SC Level 3 to SC Level 4 and SC Level 4 to SC Level 5 is much harder to achieve than progression from SC Level 2 to SC Level 3. It requires 'verification of the exceptionally high standing of the officer within his/her field ...' (PSC, January 1989).

Establishment of 'international recognition' (SC Level 5) is likely to be difficult. 'International recognition' means that a scientist is regarded as having scientific expertise of a very high order in at least one subject area such that s/he is recognized internationally by other experts in that discipline.

Possible ways by which this high degree of excellence could be established include:

- a) Key papers are cited often and widely in scientific journals.
- b) The scientist is genuinely invited to deliver keynote addresses at international conferences (and, furthermore, travel and other costs are completely or partially met by the organizers of these conferences).
- c) The scientist has had conferred a higher doctorate (D.Sc.) from a reputable university. (Note that a D.Sc. thesis would itself need to demonstrate the international importance of the papers on which it is based).
- d) The scientist's work is referred to widely in textbooks, written for undergraduate and advanced audiences.
- e) The scientist has achieved a significant honour (medal, fellowship etc) from a prestigious learned society for contribution to the advancement of knowledge.

Once the Director has invited applications for criteria progression to various levels, the procedure is as follows:

1. A Research Scientist applies in writing (signed and dated) to the Director of Science for promotion on the basis of criteria progression. The submission should address the criteria approved by the Department of the Premier and Cabinet and include a list of the best 10 relevant publications. The submission must also include a recent EPDP review, conducted by the applicant's supervisor (within the last 6 months). The applicant must provide, on a separate sheet of paper, a list of at least five external referees who are qualified to comment on the application, especially on whether the applicant meets the criterion of 'national recognition' or 'international recognition', as appropriate.

Applicants are to forward 8 copies of the whole application plus the original to the Executive Assistant, Science Directorate.

2. The Director selects three referees and writes to them seeking their appraisal of the application. The views of referees other than those nominated by the applicant may also be sought.

3. A Review Panel is convened, which consists of the Science Management Team and the relevant Output Purchaser Director. At the Review the applicant should present a list of the top 10 publications produced during his/her career, explain the significance of these papers and give reasons why s/he believes these to be important in establishing 'national recognition' or 'international recognition'. The Review Panel assesses the application in the light of the submission, the appraisal, the referees' reports and any questions they ask at the Panel hearing.

The Review Panel hearing consists of three sections:

- a) a presentation (not exceeding 20 min) by the applicant supporting his/her application,
- b) questions to the applicant from the Panel members (not exceeding 20 min), and
- c) (after the applicant has left the room) development of a recommendation (not exceeding 20 min).

4. The Review Panel's selection report and recommendation is forwarded to People Services Branch for review and forwarding to DEC's Classification Review Committee together with all documentation and a new, generic Job Description Form.

5. The Classification Review Committee's recommendation is forwarded to the Director General for a final decision.

6. Should the applicant decide to withdraw his/her application at any of the above stages s/he should advise the Director in writing.

Applications

Where promotional opportunities are available, applications for criteria progression will be invited by the Director in June each year. All staff will be advised by email of promotional opportunities and application dates.

The controlled version of this document is on the DEC web. Previously printed versions of this document may not be current. This document was last amended in August 2009 and can be located at the following URL address:

<http://calmweb.calm.wa.gov.au/drb/science/docs/guidelines/>



Science Division Guideline 5 - Appendix 1

CLASSIFICATION CRITERIA RESEARCH SCIENTISTS SPECIFIED CALLINGS (SC) LEVEL 1 – LEVEL 5

A. RESEARCH SCIENTIST – SC LEVEL 1

CHARACTERISTICS

Has demonstrated a capacity to carry out scientific duties at a professional level.

ACADEMIC REQUIREMENTS

The Officer must possess a Bachelor's degree in a relevant field.

GENERAL FEATURES OF DUTIES

Research and Development:

1. Carries out assigned research projects under immediate direction of senior staff.
2. Coordinates technical support staff as required.
3. Investigates straight forward scientific problems.
4. Prepares science project plans under immediate direction of senior staff.
5. Demonstrates capacity to contribute to nature conservation or natural resource management or astronomy outcomes.

Communication and Liaison:

6. Assists in liaison with the Department of Environment and Conservation's (DEC's) managers, assists with technology transfer and assists with the promotion of DEC's activities.
7. Prepares reports (including popular articles and web pages) and publishes under supervision of and in collaboration with senior scientists.
8. Deals with general enquiries.

Consultancy:

9. Assists with advice as required.

Research Administration:

10. Manages technical and support staff as required.
11. Assists with the preparation and control of science project budgets.
12. Undertakes other duties as directed.

B. RESEARCH SCIENTIST - SC LEVEL 2

CHARACTERISTICS

Has demonstrated a capacity to undertake research of national significance in his/her field.

ACADEMIC REQUIREMENTS

The Officer must possess a Bachelor's degree in a relevant field.

GENERAL FEATURES OF DUTIES

Research and Development:

1. Carries out assigned research projects under general direction of senior staff.
2. Coordinates and instructs technical support staff as required.
3. Investigates difficult scientific problems.
4. Prepares science project plans under general direction and assists with Divisional Program plans.

5. Collaborates with external agencies and participates in active adaptive management projects with DEC regional staff.
6. Demonstrates a contribution to nature conservation or natural resource management or astronomy outcomes.

Communication and Liaison:

6. Contributes to liaison with DEC 's managers, contributes to technology transfer, promotes the Department's activities, and assists with community participation.
7. Prepares reports (including popular articles and web pages) and publishes technical or scientific papers in collaboration with senior scientists.
8. Deals with enquiries within own field of specialisation.

Consultancy:

9. Advises and liaises at experienced scientific level.
10. Provides scientific input to DEC's program plans as required.

Research Administration:

11. Manages technical and support staff.
12. Prepares and controls science project budgets.
13. Undertakes other duties as directed.

C. RESEARCH SCIENTIST - SC LEVEL 3 CHARACTERISTICS

Has demonstrated sustained progress towards national recognition in his/her field.

ACADEMIC REQUIREMENTS

The Officer must possess a Bachelor's degree in a relevant field.

GENERAL FEATURES OF DUTIES

Research and Development:

1. Operates under limited direction on designated research projects.
2. Coordinates professional staff and instructs support staff as a project team leader.
3. Undertakes research into complex scientific problems.
4. Prepares science project plans under limited direction and contributes to Divisional Program plans.
5. Collaborates with external agencies and participates in active adaptive management projects with DEC regional staff.
6. Demonstrates a significant contribution to nature conservation or natural resource management or astronomy outcomes.

Communication and Liaison:

6. Liaises with DEC's managers, participates in technology transfer, prepares reports (including popular articles and web pages), promotes DEC's activities, and assists with community participation.
7. Publishes on complex investigations in national or international journals.
8. Deals with enquiries relevant to the Program's research activities.

Consultancy:

9. Provides detailed policy advice in areas covered by research projects.
10. Provides specialist scientific input to the Department's program planning process.

Research Administration:

11. Manages research team and assists with other staff management as required.
12. Assists with the preparation of program budgets, and prepares and controls science project budgets.
13. Undertakes other duties as directed.

D. RESEARCH SCIENTIST - SC LEVEL 4 CHARACTERISTICS

Has achieved, and sustained, national recognition in his/her field.

ACADEMIC REQUIREMENTS

The Officer must possess a Bachelor's degree in a relevant field.

GENERAL FEATURES OF DUTIES

Research and Development:

1. Operates with limited guidance on research projects requiring special expertise.
2. Coordinates and leads professional and support staff as a program team leader.
3. Designs and coordinates investigations into complex scientific problems.
4. Prepares science project plans and contributes to Divisional planning.
5. Initiates and participates in collaborations with external agencies and in active adaptive management projects with DEC regional staff.
6. Demonstrates a substantial contribution to nature conservation or natural resource management or astronomy outcomes.

Communication and Liaison:

6. Deals with national issues, represents DEC on national committees, initiates technology transfer, prepares reports (including popular articles and web pages), promotes DEC's activities, and facilitates community participation.
7. Prepares scientific review papers and has a substantial publication record in national or international journals.
8. Deals with complex enquiries relevant to the Division's research activities.

Consultancy:

9. Acts as a consultant and policy adviser on significant scientific and resource management matters.
10. Provides expert scientific input to the Department's strategic planning process.

Research Administration:

11. Coordinates and manages groups of professional and support staff.
12. Assists with the preparation and control of program and group budgets, and prepares and controls science project budgets.
13. Undertakes other duties as directed.

E. RESEARCH SCIENTIST - SC LEVEL 5

CHARACTERISTICS

Has achieved, and sustained, exceptional performance and international recognition in his/her area of responsibility.

ACADEMIC REQUIREMENTS

The Officer must possess a Bachelor's degree in a relevant field.

GENERAL FEATURES OF DUTIES

Research and Development:

1. Works without guidance on internationally significant research programs.
2. Coordinates and leads professional and support staff from a variety of disciplines.
3. Initiates and coordinates investigations into complex scientific problems which may involve multidisciplinary teams.
4. Plans and initiates research requiring exceptionally high levels of independence, initiative and judgement and contributes to Divisional and Departmental planning processes.
5. Initiates and participates in collaborations with external agencies and in active adaptive management projects with DEC regional staff.
6. Demonstrates an outstanding contribution to nature conservation or natural resource management or astronomy outcomes.

Communication and Liaison:

7. Deals with major national and international clients of DEC and represents DEC on major national committees.
8. Prepares scientific review papers and reports (including popular articles and web pages), and has made an internationally recognised contribution to his/her field and has an outstanding publication record in national and international journals.
9. Deals with complex enquiries relevant to DEC's activities.

Consultancy:

10. Acts as a consultant and policy adviser on complex scientific and resource management matters.
11. Provides a high level of scientific and general input to DEC's strategic planning process.

Research Administration:

12. Coordinates and manages teams of professional staff including professional staff from other disciplines.
13. Develops major project budgets and controls expenditure. Assists with the preparation and control of program and group budgets.
14. Undertakes other duties as directed.

Science Division

Guideline 5 - Appendix 1

CLASSIFICATION CRITERIA

TECHNICAL OFFICERS LEVELS 2 – LEVEL 5

A. TECHNICAL OFFICER - LEVEL 2

CHARACTERISTICS

Provides assistance to Research Scientists and Senior Technical Officers. Officers at this level operate under close supervision.

ACADEMIC REQUIREMENTS

The Officer must have considerable relevant experience or a Certificate in a relevant discipline or an approved equivalent.

GENERAL FEATURES OF DUTIES

1. Undertakes a limited range of routine laboratory and/or fieldwork using established procedures or techniques to Research Scientists as required.
2. Develops some technical and/or scientific knowledge.
3. Operates and maintains designated equipment and supplies.
4. Under supervision assists with gathering of data.
5. Under supervision, records data and processes results.
6. Assists with the training of less experienced officers (including volunteers).
7. Demonstrates a capacity to contribute to nature conservation or natural resource management or astronomical services.
8. Assists in preparation of internal, interim reports.
9. Assists with simple public enquiries.

B. TECHNICAL OFFICER - LEVEL 3

CHARACTERISTICS

Officers at this level are able to demonstrate competence in a range of techniques used routinely in their work.

Officers at this level operate under immediate direction, but not normally subject to close supervision.

ACADEMIC REQUIREMENTS

The Officer must have substantial relevant experience or a Diploma in a relevant discipline or approved equivalent and relevant experience.

GENERAL FEATURES OF DUTIES

1. Provides technical support to Research Scientists and undertakes a range of scientific laboratory and/or fieldwork as directed.
2. Assists Research Scientists with planning research.
3. Attains a reasonably broad knowledge of technical and/or scientific advances.
4. Responsible for the operation and maintenance of equipment, apparatus and stores/supplies.
5. Assists with the collation of data generated from laboratory/observatory and/or fieldwork.
6. Assists with documentation of results and preparation of reports (including popular articles and web pages), and some data analysis.
7. Coordinates and assists with the training of less experienced officers as directed.
8. Demonstrates a capacity to contribute to nature conservation or natural resource management or astronomical services.
9. Assists in preparation of technical/scientific reports.
10. Assists with more complex public enquiries.
11. Ability to deal with enquiries within own field of specialisation.
12. Assists with preparation and control of project budgets.

C. TECHNICAL OFFICER - LEVEL 4

CHARACTERISTICS

Officers at this level have demonstrated a capacity as a technical and scientific problem solver in their field. Officers at this level operate under immediate to general direction.

ACADEMIC REQUIREMENTS

The Officer must have extensive relevant experience or a Diploma in a relevant discipline or approved equivalent and relevant experience.

GENERAL FEATURES OF DUTIES

1. Undertakes a wide range of technical work and provides high level technical support to Research Scientists.
2. Assists Research Scientists with planning and implementation of research programs and the development of quality assurance procedures.
3. Assists Research Scientists with workload management programs.
4. Maintains a knowledge of technical advances and facilitates their application where appropriate.
5. Responsible for the operation/modification of research equipment or apparatus.
6. Undertakes data collection and/or analysis and assists with the preparation of scientific/technical reports.
7. Supervises the maintenance and/or integrity of technical records, undertakes data analysis where required.
8. Organises and/or coordinates the operations of junior staff as required.
9. Assists with management of technical and support staff and volunteers.
10. Demonstrates a capacity to contribute to nature conservation or natural resource management or astronomical services.
11. Collaborates in publishing technical or scientific reports, popular articles and web pages.
12. Liaises with the public and other Government departments at an experienced level as required.
13. Ability to deal with enquiries within own field of specialisation.
14. Advises at an experienced technical level or assists at the scientific level.
15. Assists with preparation and control of project budgets. Assists Centre Manager as required.

D. PRINCIPAL TECHNICAL OFFICER - LEVEL 5

CHARACTERISTICS

Officers at this level have demonstrated an outstanding capacity as a technical and scientific problem solver in their field. Officers at this level operate under general direction.

ACADEMIC REQUIREMENTS

The Officer must have very extensive relevant experience or a Diploma in a relevant discipline or approved equivalent and relevant experience.

GENERAL FEATURES OF DUTIES

1. Under general direction, undertakes a wide range of technical and scientific work/support to Research Scientists.
2. Plans and implements science projects under general direction and develops quality assurance programs.
3. Assists Research Scientists with workload management programs and provides advice for planning research programs.
4. Demonstrates and maintains knowledge of technical and scientific advances and facilitates their application where appropriate.
5. Responsible for the operation of major research equipment or facilities. Designs, develops and produces equipment as required.
6. Undertakes data collection and/or analysis and assists with the preparation of scientific/technical reports.
7. Plans and supervises the maintenance and/or integrity of technical records where required. Analyses data at an experienced level.
8. Organises and/or coordinates the operations of Technical Officers, junior staff and volunteers as required.
9. Ability to manage and lead a technical team and act as project coordinator.
10. Demonstrates a contribution to nature conservation or natural resource management or astronomical services.
11. Prepares reports, popular articles, technical or scientific papers and web pages in collaboration with senior scientists.
12. Liaises with DEC's Managers, contributes to technology transfer, promotes DEC's activities, and assists with community enquiries and participation.

13. Deals with enquiries within own field of specialisation.
14. Advises and liaises at experienced technical level.
15. Provides technical input to DEC's program-planning process as required.
16. Prepares and controls budgets. Assists with or performs Centre Management duties as required.

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