Job and Person Specification

Title of Role: Forensic Scientist (Chemistry)

Remuneration Level: PO1

Business Unit: Forensic Science SA,
Attorney General's Department

Type of Appointment: Term

Division: Legal Legislative & Rights Protection Services

Position Number:
M07554

Job and Person Specification Approval

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Primary Purpose

The *Forensic Scientist (Chemistry)* is accountable to the *Manager, Chemistry* for the provision of an efficient and quality analytical, interpretive and advisory service in illicit drugs to clients that results in a scientific contribution to the effective operation of the justice system in South Australia.

Reporting Relationships

The *Forensic Scientist (Chemistry)* reports directly to the *Science Leader (Illicit Drugs).* This position is accountable to the *Manager Chemistry*.

Key Relationships/Interactions

Internal
The *Forensic Scientist (Chemistry)* works as a team member in the Chemistry Group, consisting of Scientific (Professional) Officers and Forensic Officers.

External
The *Forensic Scientist (Chemistry)* may interact directly with key clients and other stakeholders through casework operations. These include members of SA Police and solicitors from the Office of the Director of Public Prosecutions.

Key Challenges

Provision of an efficient and quality analytical service in illicit drugs to clients during a period of sustained high workload.

Special Conditions
- Some out of hours work and intrastate travel may be required
- Incumbent must provide a reference sample so that their DNA profile can be stored on an electronic database and compared to other profiles generated to exclude the possibility of

contamination
- The incumbent must be prepared to be assigned to another position at this remuneration level or equivalent
- Employment is dependent upon a National Police Certificate clearance and an Extended Police Clearance that the AGD finds satisfactory.

AGD Conditions
- Participation in bi-annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code).

Flexible Working Arrangement Options
- Flexitime arrangements are available in this role.
- Compressed weeks arrangements are available in this role.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The *Forensic Scientist (Chemistry)* is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Contribute to the provision of an efficient and timely illicit drugs service for the Chemistry Section (mainly through the chemical analysis of illicit drugs cases)	• Complete required training • Ensure timely turn-around of illicit drug cases by undertaking routine analyses, in accordance with operational and NATA guidelines • Actively participate in group rosters • If required, attend courts of law to give factual evidence on analysis performed	• Successful completion of forensic training program • Illicit Drugs Team KPIs are met • Completion of rostered tasks within expected timeframes
Contribute to the delivery of the highest quality illicit drug service for the Chemistry Section	• Maintaining prescribed legal and quality requirements in all phases of analysis, including completion of proficiency tests • If necessary, perform duties within other areas of Chemistry under supervision	• Successful completion of proficiency / competency tests (as required)
As required, contribute to the maintenance of a quality service and of continual improvement of the illicit drug service for the Chemistry Section	• Document and report quality breaches in routine illicit drug procedures and protocols • Involved in internal research and development projects • Evaluate and, if necessary, propose changes to illicit drug procedures for routine illicit drug analyses to ensure they are adequate, current and accurately applied • Validate non-standard techniques and new instrumentation within the Illicit Drugs Team	• Performing any procedural reviews allocated within the agreed timeframes (as required) • Quality breaches reported as required in a timely manner
If required, perform tasks within another discipline in order to address FSSA operational needs	• Complete required training • Complete tasks in accordance with operational and NATA guidelines	• TBD if required

Compliance	• Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures; • Keep accurate and complete records of business activities in accordance with the State Records Act 1997.	• Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; • Documents and correspondence filed according to States Records Act, 1997.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• A degree in Science majoring in Chemistry • A good practical knowledge of chemistry in general and analytical chemistry in particular • Experience in the use of analytical techniques used in forensic chemistry including, infrared spectrometry, gas chromatography, and mass spectrometry • Ability to work as part of a team requiring task sharing and effective communication which contribute positively to a spirit of team co-operation. • Ability to work autonomously, organise priorities and to simultaneously manage a personal caseload in order to achieve overall team goals and work priorities • Possess an approach to work which emphasises quality, accuracy and attention to detail
Technical Expertise (Desirable)	• Higher degree in Science, majoring in Chemistry • Experience in a forensic and / or commercial chemical laboratory environment • Experience working in an organisation accredited under ISO 17025 (or similar equivalent standard) • Experience in the interpretation of analytical data, including that produced by infrared spectrometry, gas chromatography, and mass spectrometry • Knowledge of the principles and practices of OHSW management in particular, those of Risk Management and Hazard Control and; the Equal Opportunity Act 1984, the PSM Act 1995 and diversity." •

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the *Forensic Scientist (Chemistry) - PO1*. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
Strategic Focus (Operational)	**Supports strategic direction and plans** - Communicates plans in practical terms to others - Is sensitive to political drivers influencing priorities and decisions - Identifies and raises awareness of trends, potential problems and opportunities - Identifies and manages risk as appropriate and escalates as necessary **Actively participates in business planning** **Contributes to the drive for change and innovation**
Results Orientation (Operational)	- Sets and communicates clear expectations around quality of work and timeframes **Monitors progress towards achieving outcomes** **Takes responsibility for the delivery of quality and timely results** - Measures performance and acts on opportunities for continuous improvement - Critically evaluates issues and ensures solutions are practical and achievable - Negotiates as necessary to achieve outcomes **Prioritises workload effectively and negotiates deadlines where appropriate**
Service Delivery Excellence (Operational)	**Uses capability and expertise of the workgroup to achieve outcomes** **Translates performance requirements into achievable outcomes** **Effectively manages their own performance, managing (or influencing) the wider team performance** - Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance - Identifies and delivers high quality internal and external customer service - Considers financial responsibility, accountability and awareness - Utilises available internal and external resources for optimal outcomes
Relationship Management (Operational)	**Develops existing working relationships and internal networks** - Collaborates with relevant stakeholders - Makes an effort to understand others' perspectives, motives, agenda **Openly shares information and knowledge as appropriate** - Takes into account the situation and audience and acts accordingly **Actively listens and communicates clearly** - Effectively manages conflict and escalates when appropriate
Professional approach and drive (Operational)	**Remains positive and recovers quickly from setbacks** **Demonstrates respect for others and high ethical standards** - Ensures a focus on wellbeing for self and others and raises concerns where necessary - Maintains professionalism and confidentiality - Supports diversity and uses this to enhance outcomes - Looks for opportunities to engage in development activities - Seeks feedback and reviews own performance **Displays flexibility and adaptability**

Acknowledged by occupant

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(Print name)   (Signature)

Acknowledged by line manager

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(Print name)   (Signature & title)