



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Senior Medical Scientist in Charge

Health Salaried Officers Agreement: P-5

Position Number: 000326

**Department of Endocrinology & Diabetes / Medical Specialties Division
Sir Charles Gairdner Hospital / North Metropolitan Health Service**

Reporting Relationships

Co-director - Medical Specialties Division
SMP Year 1-9
Position Number: 007331



Head of Department – Endocrinology & Diabetes
SMP Year 1-9
Position Number: 001989



This Position



← Also reporting to this supervisor:
Position Number:

- 006594
- 001900
- 006595
- 006596
- 006597
- 006597
- 006597

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	
000330 Senior Scientist	L2	1	• 001137
000327 Scientific Officer	L2	1	• 001136
000327 Scientific Officer	L2	1	• 001140
			• 004472

Prime Function / Key Responsibilities
Controls and directs the planning and provision of the department's, biochemical laboratories, bone density operations and support services.

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Brief Summary of Duties (in order of importance)

1. Management and Operational (45%)

- 1.1 Controls and directs the planning and provision of the Departments biochemical laboratories, bone density operations and support services.
- 1.2 In conjunction with the Head of Department coordinates strategic service planning and development including development and implementation of effective clinical governance and risk management processes.
- 1.3 Coordinates and ensures the department Quality Improvement program meets the organisations standards and accreditation requirements. Responsible for verifying and authorising laboratory results, written reports and records in accord with the NPAAC standards and guidelines for pathology laboratories.
- 1.4 Formulates and initiates new laboratory services to enhance the diagnostic role of the laboratories.
- 1.5 Provides leadership to and management of departmental staff and ensures effective use of Departmental human, financial and capital resources.
- 1.6 Controls the administrative component of department budget and advises the Head of Department on estimates.
- 1.7 Analyses staff performance levels, participates in staff appointments and supervises training and development to meet work objectives.
- 1.8 Ensures statutory and skills training is undertaken and conducts safety audits.

2. Research and Development (45%)

- 2.1 Initiates and supervises research and development in laboratory endocrinology and bone density operations and participates in clinical research.
- 2.2 Provides computational, data management and statistical services to clinical and scientific researchers.
- 2.3 Presents results of research at national and international scientific meetings relevant to the discipline.
- 2.4 Studies scientific literature to update knowledge of technical developments and skills.

3. NMHS Governance, Safety and Quality Requirements (5%)

- 3.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Other (5%)

4.1 Performs other duties consistent with role as directed by the Head of Department.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in medical science (e.g. Endocrinology, Biochemistry, Pharmacology, Molecular Biology, Genetics). Extensive management experience at a senior level in a laboratory environment.
2. Demonstrated experience in strategic service planning and implementation of quality improvement and risk management activities.
3. Demonstrated ability to work effectively as a member of a senior management team with strong leadership qualities to effectively manage people and resources in a changing work environment.
4. Demonstrated extensive knowledge of laboratory procedures and quality systems, information systems and accreditation requirements relevant to the duties of the position.
5. Broad experience in molecular biology and genetics.
6. High level communication, consultation and negotiation skills.
7. High level of conceptual, analytical, decision making and problem solving skills.
8. Proven advanced research capability and demonstrated ability to prepare scientific reports and presentations.
9. Demonstrated experience in implementation and monitoring of radiation and biological safety protocols.
10. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. PhD in an appropriate scientific discipline.
2. Eligible for technical or professional membership of the Australian Institute of Medical Scientists (AIMS) or the Australasian Association of Clinical Biochemists.
3. Knowledge of computer systems pertinent to biochemistry.
4. Expertise in endocrinology or a related field.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Prof John Walsh
Signature/HE:
Date:

Dept./Division Head

Name: Tanya Basile
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: