JOB DESCRIPTION FORM

**JOB DETAILS**

**Position Title**: Scientist (Chemist and Research Officer) **Position No**: CC018006

**Work Group**: Scientific Services Division, Emergency Response **Position Level**: SCL 2

*(For further**job information and Reporting Relationships – see page 4)*

**ROLE SPECIFIC RESPONSIBILITIES**

*The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:*

A scientist who undertakes high-level investigative chemistry to meet client needs in the Hazmat / CBR area.

**SCIENCE**

* Participates at a high level in HAZMAT/CBR incident response activities including mandatory participation in a 24/7 on-call roster.
* Interpret complex scientific data, provision of scientific advice and support to clients and relevant agencies and committees in the area of HAZMAT/CBR.
* Develop analytical methods and response procedures in order to solve complex chemistry related issues in a Hazmat/CBR or Dangerous Goods context.
* Prepares reports, presentations and publications.
* Develop and deliver training activities in the area of Hazmat/CBR and Dangerous Goods.
* Performs other ChemCentre duties as required.

**BUSINESS**

* Participates in R&D programmes in HAZMAT/CBR area. Liaises with clients with respect to work in progress and responds to general scientific queries.
* Undertakes in a supervisory role in work areas related to HAZMAT/CBR.

**CORPORATE**

* Works within Equal Opportunity and Diversity, and Occupational Safety and Health principles and practices, and demonstrates expected behaviours as outlined in the department’s performance management program, and aligned with ChemCentre Corporate Values.
* Maintains a client focus by ensuring that our customer needs are resolved in a professional and timely manner.

**OCCUPATIONAL SAFETY AND HEALTH**

* Assumes personal responsibility for taking reasonable care of their own safety and health; ensuring their conduct does not adversely affect others; complying with instruction, so far as they are reasonably able; familiarising themselves with the Safety Management Manual/System and all policies, procedures and safety considerations relevant for their position and job role and cooperating with reasonable notified policies or procedures.
* Actively contributes and participates in health and safety in the workplace by addressing any identified hazards or discussing the issue and potential solutions with their supervisor and, if necessary, drawing the attention of Safety and Health Representatives to any unresolved issues.

**SELECTION CRITERIA**

*States the personal attributes required of someone to successfully fulfil the responsibilities of this job. They are not necessarily listed in any specific order of priority:*

***Pre-Screening or Other Employment Requirements***

* National Police Clearance
* Hepatitis B immunity
* Fit for Work policy
* Mandatory participation on a 24/7 on-call roster which can include intrastate deployment at short notice
* Capable of wearing and operating laboratory equipment in a Self Contained Breathing Apparatus and full body liquid chemical splash suit
* Class C, drivers license

#### *Job Specific Criteria*

Please provide the following in your application:

1. A copy of your Academic Record and evidence of your degree in Chemistry is essential. Your Curriculum Vitae (CV)
2. The names and contact details of 2 referees. (Referees may be contacted prior to any offer being made)
3. ***Written Information* against the following essential criteria:**
4. Demonstrated experience in the operation and recognition of limitations of a range of scientific analytical equipment and the interpretation of results including GC, MS, LC and a range of spectroscopic techniques.
5. Demonstrated experience of working in a team to apply scientific knowledge to develop analytical methods and response procedures in order to solve complex chemistry related issues in a Hazmat/CBR or dangerous goods context.
6. Demonstrated experience in interpreting complex scientific data and providing explanations to clients in a professional manner by preparing incident response reports and delivering oral presentations.
7. Demonstrated experience in developing and delivering training activities in the area of Hazmat/CBR and Dangerous Goods.

**OTHER APPOINTMENT FACTORS OR CONDITIONS**

*Covers any other conditions that may be applicable to this job.*

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| ***Job Location:*** | Bentley |
| ***Allowances:***  *(List allowances, if applicable to this position.)* | On Call allowance for Hazmat/CBR after suitable training and accreditation. |
| ***Special Conditions:***  *(List any special conditions that may apply to this position.)* | National Police Clearance  Hepatitis B Immunisation  Provide buccal swab sample for a staff DNA elimination database  Fit for Work Policy  Physical Requirements to this position - eg Required to wear Self Contained Breathing Apparatus |
| ***Specialised Equipment Operated:***  *(Specify type of equipment, make and model, operated.)* | N/A |

**ChemCentre Overview**

ChemCentre provides high quality, independent chemical information, applied research, expert opinions, advice, investigative support, emergency incident support, and complex analytical services to government agencies, industry and research groups, based on core skills in organic and inorganic chemistry, recognised at national and international levels.

**Group Context**

The Scientific Services Division provides services including complex chemical analyses, problem solving and investigative and collaborative research projects. These activities are involved with agriculture, the environment, public and occupational health and State development. The Division also provides an analytical and consultative service to Departments and agencies involved in health administration, and highly specialised analytical and advisory services to other ChemCentre laboratories and to the community in general.

**Operational Context**

This position will contribute to a range of activities within the Emergency Response Section (ERS) but will have a strong focus on 24/7 crisis response services in support of the State’s emergency response plan, Westplan Hazmat and Westplan CBR. Research and Development and Training activities in support of Hazmat/CBR will be strongly encouraged.

For further information, please visit the ChemCentre website.

**OTHER JOB-RELATED INFORMATION**

**Position No**: CC018006 **Position Title**: Scientist (Chemist and Research Officer)

**Effective Date**: 17 May 2018 **Job Location**: Bentley

**Award/Agreement**: Public Service Award 1992 (as amended)  
 Public Service and Government Officers CSA General Agreement (2017)

**Organisational Placement within ChemCentre Structure: -**

**Group**: ChemCentre

**Division**: Scientific Services Division

**Section**: Emergency Response Section

**JOB REPORTING RELATIONSHIPS**

**This position reports to:** Team Leader, Emergency Response Section

**Supervisor Position No:** CCW06019 **Classification Level**: SCL3

***Other positions reporting directly to this supervisor:* 3**

***Positions reporting to this job****: Nil*

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Scientist (Chemist)

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB CERTIFICATION & REGISTRATION**

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

DIRECTOR CHIEF EXECUTIVE OFFICER

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Registration date will be the date the CEO (or approved delegate) certifies this document.*

*The official registration stamp initialled by the HR Officer must appear on all pages of the JDF or, for electronic output copies, “Approved Record” and the “Effective Date” must appear in the Header of each page.*