

JOB DESCRIPTION FORM

CC020205 Team Leader

Scientific Services Division

POSITION DETAILS

Classification Level: Specified Callings Level 3

Award /Agreement: PSCSAA 2024

Position Status: Fixed Term

Organisation Unit: Organic Chemistry

Physical Location: Bentley

REPORTING RELATIONSHIPS

Responsible to: Manager Organic Chemistry, Specified Callings Level 5 (SSD)

THIS POSITION: Team Leader– Specified Callings Level 3 (SSD)

Direct Reports: Up to 8

OUR VALUES

To achieve our vision to provide “Chemistry for the benefit of every Western Australian” we are WAs leading provider of specialised chemical and forensic science services, committed to providing a workplace culture that is driven and shaped by our values of **Technical Excellence, Innovation, Integrity and Respect**. All employees are expected to demonstrate a commitment to values.

OVERVIEW OF CHEMCENTRE AND THE POSITION

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

The Scientific Services Division provides services including complex chemical analyses, problem solving and investigative and collaborative research projects. These activities involve the application of organic/inorganic chemistry to the environment, public and occupational health, emergency response, state based industries and State development. The Division also provides an analytical and consultative service to Government Departments and commercial agencies involved in health administration, agriculture and highly specialised analytical and advisory services.

JOB DESCRIPTION

As part of the Scientific Services Division the successful applicant:

ROLE SPECIFIC RESPONSIBILITIES

SCIENCE

- Carries out and prepares reports on analytical and/or scientific investigations including interpretation of findings as required.
- Provides advice and consultancy to clients.
- Leads and contributes to project teams and identifies areas of commercial potential, or those requiring investigation and research.
- Develops, reviews and manages the validation of methods as required.
- Advises specialist committees and represents ChemCentre on relevant technical, government and industry committees as required.
- Prepares presentations and publications on research.

MANAGEMENT

- Manages the day-to-day operations of the team to meet client needs and scientific and financial targets.
- In consultation with the Manager Organic Chemistry, assists with the development of training programs as required and trains and develops staff.
- Manages the performance of staff within the team and manages the physical and scientific resources to complete projects/casework within agreed parameters.
- Takes responsibility for and personally undertakes or appropriately delegates case file peer reviews on time to ensure the accuracy and correctness of reports by staff.
- Takes responsibility for major client investigations and research projects.
- Identifies and reports risks of not meeting client expectations to the Manager Organic Chemistry.

BUSINESS

- Assists the Manager Organic Chemistry with identifying and developing commercial opportunities.
- Liaises with other Team Leaders, Project Managers, Quality Officer and the R&D Officer to ensure client expectations are met.
- Liaises with clients frequently to maintain the relationship and ensure the continuity of income.

CORPORATE AND WHS RESPONSIBILITIES

- Maintains a client focus by ensuring that customer needs are resolved in a professional and timely manner.
- Works within Equal Opportunity and Diversity, and Work, Health and Safety principles and practices, and demonstrates expected behaviours as outlined in the department's performance management program and aligned with ChemCentre Corporate Values.
- Ensures personal responsibility for taking reasonable care of their own safety and health; ensuring their conduct does not adversely affect others; complying with instruction, as 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.

KEY PERFORMANCE INDICATORS

- Budget expectations are met.
- Clients satisfied with the reports, advice and solutions provided – quality, value and timeliness.
- Staff skills, workloads, workflows and resources are managed to meet business needs.
- Staff performance meets the required standards.
- Performance standards comply with internal and external accreditation standards.
- Operational risks are effectively managed in a cost effective manner.
- Effective liaison and consultation are maintained with other business areas and existing and potential clients.
- Demonstrated commitment to our values of Technical Excellence, Innovation, Integrity and Respect

ROLE SPECIFIC CRITERIA

ESSENTIAL

1. A degree or higher qualification in Chemistry or a relevant science is mandatory.
2. Demonstrated ability to apply expert scientific knowledge to relevant disciplines (organic chemistry) and investigations.
3. Demonstrated effective leadership and management skills to develop staff in science (analytical chemistry) and laboratory operations and with the ability to build cohesive, high performing teams.
4. Demonstrated ability to identify and successfully implement new methodology and to initiate, lead, and manage research and/or investigative projects that enhance relevant analytical capabilities.
5. Experience in managing stakeholder relationships, including the ability to provide expert advice and consultative services to clients and other stakeholders.
6. Experience and/or applied knowledge of managing scientific workloads of staff in a laboratory adhering to the Pharmaceutical Inspection Co-operation Scheme (PIC/S) Guide to Good Manufacturing Practice for Medicinal Products Part 1 (PE 009-15 (Part 1)).

PRE- EMPLOYMENT REQUIREMENTS

- National Police Clearance
- Fit for Work (Alcohol and Drug Testing)

SPECIAL REQUIREMENTS/EQUIPMENT

- Hepatitis B Immunity (evidenced by serology report upon appointment)
- Buccal swab for DNA Elimination database

CERTIFICATION

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

Position	Signature	Date
Chief Executive Officer		

HRIS CERTIFICATION DATE: 19/01/2026