Job Description Form

CC012002 Scientist (Chemist)

**Scientific Services Division**

**Primary Industry**

Position Details

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| Classification Level: | Specified Calling Level 1 |
| Award /Agreement: | PSCSAA 2019 |
| Position Status: | Fixed Term |
| Organisation Unit: | Organic Chemistry |
| Physical Location: | Bentley |

Reporting relationships

Responsible to: CC017031 Senior Scientist (Senior Chemist and Research Officer) Specified Calling Level 3 (*Primary Industry)*

**THIS POSITION: CC012002 Scientist (Chemist) – Specified Calling Level 1**

Direct Reports: Nil

Overview of ChemCentre and the Position

ChemCentre provides high quality, independent chemical information, applied research, expert opinions, 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 analytical, problem solving and investigative and applied research projects. These activities are involved with public and occupational health, water, agriculture, the environment, and with industry development.

The Organic Chemistry Section undertakes organic chemistry related fee for service work, investigations and collaborative research projects in the broad fields of environmental, occupational health and food and compositional chemistry (Primary Industry) utilising a broad range of techniques.

The applicant will be able to assist with routine and R&D work within the Primary Industry Team.

Job Description

As part of the Primary Industry team the successful applicant will be expected to:

Role Specific Responsibilities

## SCIENCE

* Undertakes and prepares reports on routine analytical and / or scientific investigations under supervision.
* Contributes to projects, method development and resulting publications in a team framework.
* Contributes to scientific advice.
* Participates in training programs.
* May be required to participate in Emergency Response training and activities determined by organisational needs.

## BUSINESS

* Responds to routine queries to clients.
* Identifies areas of new business for referral to line manager.

Corporate and OHS 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 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.
* Uses their competencies to do whatever is necessary, ethical, legal and safe to meet client needs and prosper the future of ChemCentre.
* 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 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.

Key Performance Indicators

* Ability to undertake routine quantitative analysis of a range of samples using the appropriate instrumentation and documented methods.
* Ability to process data suitable for review by more experienced staff.
* Ability to document and review methods.
* Ability in the use of LIMS to prioritise and manage analytical work.

Role specific criteria

Essential

We are seeking a highly motivated professional who can demonstrate the ability to transfer a sound understanding of organic analytical chemistry to the analysis of food and agricultural samples.

* Ability to demonstrate scientific knowledge relevant to quantitative organic analytical chemistry.
* Ability to produce high quality work in a commercial environment.
* Understanding of commercial science principles
* Ability to contribute to the development of analytical methods applicable to a wide range of food and agriculture samples.
* Ability to work and communicate effectively in a team.
* Demonstrated experience with modern analytical organic chemistry instrumentation relevant to food and agriculture including, but not limited to, gas chromatography-mass spectrometry; liquid chromatography; liquid chromatography-mass spectrometry; UV spectroscopy.
* Demonstrated experience and/or an understanding of data processing (including but not limited to instrument software packages)
* Demonstrated experience and/or an understanding of extraction and clean up procedures used to deal with food and agriculture sample matrices.

Desirable

* Knowledge of working with an ISO 17025 accredited system.

Special requirements/equipment

* National Police Clearance
* WA Police Integrity Check
* Hepatitis B Immunity
* Buccal swab for DNA Elimination database
* Fit for Work (Alcohol and Drug Testing)

Within your application, please provide

* Your Curriculum Vitae (CV)
* Statement Addressing the Role Specific Criteria
* Names and contact details of 2 referees. (May be contacted prior to any offer being made)
* Evidence of your relevant tertiary qualification

Certification

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

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| --- | --- | --- |
| Position | Signature | Date |
| Chief Executive Officer |  | 26 Mar 2020 |

HRIS CERTIFICATION DATE: 27 March 2020 (MABrown)