

JOB DESCRIPTION FORM

CC013024 Manager Inorganic Chemistry

Scientific Services Division

POSITION DETAILS

Classification Level:	Specified Calling Level 5
Award /Agreement:	PSCSAA 2019
Position Status:	Fixed Term
Organisation Unit:	Inorganic Chemistry
Physical Location:	Bentley

REPORTING RELATIONSHIPS

Responsible to: 01123282 Director, Scientific Services Division, SC Level 6 (SSD)

THIS POSITION: CC013024 Manager Inorganic Chemistry – SC Level 5 (SSD)

Direct Reports: 9

OUR VALUES

To achieve our vision of being *WAs leading provider of specialised chemical and forensic science services*, ChemCentre is committed to providing a workplace culture that is driven and shaped by our values of **Technical Excellence, Innovation, Integrity and Respect**.

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 complex chemical analyses, problem solving and investigative and collaborative research projects. These activities involve the environment, public and occupational health, emergency response, and food and agriculture. The Division also provides an analytical and consultative service to Government Departments and commercial agencies involved in environmental health administration, agriculture, and highly specialised analytical and advisory services.

The Inorganic Chemistry Section undertakes inorganic chemistry related fee for service work, investigations and collaborative research projects in the broad fields of environmental, occupational health, agronomic and mineral assessment chemistry utilising a broad range of techniques. There will be many instances where tasks require the expertise and services of other areas within ChemCentre. It is expected that the manager of the Inorganic Chemistry Section will frequently and successfully collaborate with both internal and external experts to ensure client requirements are met.

JOB DESCRIPTION

As part of the Inorganic Chemistry team the successful applicant will be expected to:

ROLE SPECIFIC RESPONSIBILITIES

LEADERSHIP

- Provides strategic and operational leadership, governance and direction in the delivery of high-quality science to the State and to our commercial clients.
- Advises the Director through high level strategic support and advice on requirements to meet organisational and divisional goals and priorities, and ensures the laboratory adheres to quality system requirements and meets relevant standards.
- Fosters a high performance culture and inclusive work environment to build cohesive and successful teams.

SCIENCE

- Is responsible for supplying high quality scientific services in a commercial environment.
- Supports and fosters a culture of innovation and embeds innovation in the division's business objectives
- Contributes to projects, method development and resulting publications in a team framework.
- In conjunction with the Manager Research and Innovation initiates and facilitates collaborative research and development.
- Develops relationships for the provision of consultancy services.
- Represents ChemCentre on committees and other forums.

BUSINESS AND MARKETING

- Works closely with the Director to effectively manage strategic partnerships, collaborative working relationships and communication networks with current and potential customers, stakeholders and agencies.
- Actively identifies and develops new business opportunities through stakeholder engagement, research and market intelligence.
- Provides quarterly marketing reports against financial targets and outcomes for the Director and the Executive.
- Leads the commercial direction of the Inorganic Chemistry Section (Scientific Services Division)
- Works closely with the Media and Communications team to develop material suitable for marketing purposes.

MANAGEMENT

- Leads, directs and monitors the performance of the Inorganic Section including management of financial, physical and human resources to deliver outcomes aligned to the business requirements of the Division and organisation
- Manages, develops and implements relevant divisional and organisational strategies, goals and plans in consultation with the leadership group.
- Maintains the Section's intellectual property and protects ChemCentre's competitive advantage.
- Identifies and advises the Director of exposure to risks within the Section.
- Is responsible for the ongoing professional development of the Section's team leaders.
- Models, promotes and demonstrates a genuine commitment to ChemCentre's values

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

1. High level scientific advice provided to State and Federal government agencies and industry including representation in interagency activities.
2. Targeted level of income generated.
3. Clients satisfied with the service, advice and solutions provided – quality and timeliness.
4. Team Leaders are skilled and effective workforce planning strategies are in place so resource levels meet commercial business needs.
5. Team Leaders' performance meets required standards.
6. Business development activities are in alignment with ChemCentre's documented strategic direction.
7. Performance standards comply with external accreditation standards.
8. Business and operational risks are effectively managed in a cost effective manner.
9. Achievement of agreed monthly targets to achieve new and potential clients, and secure new business opportunities and maximise revenue

ROLE SPECIFIC CRITERIA

ESSENTIAL

1. A degree or higher in a relevant science.
2. Substantial demonstrated experience leading and managing an analytical laboratory service and maintaining product/service delivery.
3. Highly developed ability to build and maintain effective relationships, collaborative partnerships and implement communication strategies with customers and stakeholders.
4. Demonstrated ability to successfully develop and deliver innovative and responsive improvements, which underpin ChemCentre's strategic objectives and commercial directions.
5. Demonstrated strategic leadership and management skills with the ability to motivate and influence people.
6. Proven ability to develop and drive commercial science and maximise business opportunities.
7. Ability to lead a scientific business group's strategic commercial directions.

SPECIAL REQUIREMENTS/EQUIPMENT

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

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		12/11/2020

HRIS CERTIFICATION DATE: 12/11/2020