Thanks for your interest in working at ChemCentre. This guide includes information about our recruitment and selection process to support you in preparing and submitting a strong job application. Good luck!

**Manager Inorganic Chemistry**

**Specified Calling Level 5 -** **$142,046 - $153,940 PSCSAA 2019**

**CC013024**

**Full Time – Fixed Term (24 months)**

Your application must be submitted by 12.00noon on Monday, 22 March 2021. Unfortunately, we cannot accept late applications so please allow yourself enough time to complete your application before the due date and time.

Apply on line through [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) by clicking the ‘Apply for Job’ button and follow the instructions. Our Human Resources and Information Team are happy to help if you need assistance, please call us on (08) 9422 9808.

As per the instruction detailed on the advert, please submit your comprehensive CV and statement addressing the essential role specific criteria (2, 3 & 5) which is outlined on page four (4) of Job Description Form.

Applicants will require a National Police Clearance and Australian Citizenship, Permanent Residency or a valid Australian Visa, a Fit for Work test. Serology testing for Hepatitis B immunity will be completed upon commencement.

For more information about the position please contact Nigel West, Director, Scientific Services Division on (08) 9422 9936.

To learn more about ChemCentre please visit [www.chemcentre.wa.gov.au](http://www.chemcentre.wa.gov.au)

Suitable applicants may be considered for future similar positions at ChemCentre within 6 months from the date of finalisation of the selection process.

**About ChemCentre**

ChemCentre is Western Australia’s leading chemical and forensic service provider. ChemCentre provides a comprehensive range of scientific services, working with a wide range of clients including Government Agencies, universities, environmental consultants, primary producers, exporters, retailers and the general public. Through the provision of chemical information, advice and analytical services ChemCentre also mitigates risks to government, protect the community and environment and support sustainable development.

**Our Vision**

To firmly establish ChemCentre as Western Australia’s leading provider of specialised chemical and forensic science services.

**Our Mission**

ChemCentre provides chemical and forensic science services for a safe and prosperous Western Australia

**Our Values**

We aim to provide an outstanding service to all our clients, stakeholders and the wider community.

**Technical Excellence** - We advocate technical excellence and utilising excellent science to inform and improve everything that we do.

**Innovation** - Through method development and targeted, collaborative research and development we continually seek to improve our science for the benefit of our stakeholders.

**Integrity** - We operate a responsible business that strives to operate ethically, sustainable, safely and with integrity in all that we undertake**.**

**Respect -** We respect our clients, our staff and the responsibilities that we are charged with.

**Benefits of Working at ChemCentre**

ChemCentre offers a range of flexible working conditions and opportunities to encourage our employees to maintain a healthy work life balance: • Flexible working hours, including part time and job share options • Generous leave entitlements, including 4 weeks annual leave and 13 weeks long service leave, 14 weeks paid parental leave (after 12 months of service), 3 extra public service holidays to be used each calendar year. The option to purchase an additional 10 weeks leave per calendar year, Personal leave, including sick and carers leave. Learning and development opportunities, including access to paid and non paid study leave, Acting opportunities, Internal workshops, Professional development courses, Salary packaging with a range of providers, an active social club and friendly work environment. Health and well being program with a range of events and workshops.

**Key Responsibilities**

The Inorganic Manager is required to lead and manage an analytical laboratory service and maintain demonstrated products / service delivery.

Provide strategic leadership and management skills and have the ability to motivate and influence people.

Build and maintain effective relationships, collaborative partnerships and implement communication strategies with customers and stakeholders.

Ability to successfully develop and deliver innovative and responsive improvements, which underpin ChemCentre’s strategic objectives and commercial directions.

Proven ability to develop and drive commercial science and maximise business opportunities.

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**How do I apply?**

The recruitment and selection process for each position is unique and potential applicants are advised to read all documentation relating to the recruitment process.

Our aim is to make it easy for you to apply. The Job Description Form (JDF) is attached to the advert and identifies the core role specific criteria which must be competitively demonstrated, using examples, in your application, within the context of the role specific responsibilities.

Applicants are encouraged to apply on-line by clicking on the ’Apply for Job’ button at the top/bottom of the advert.

The below instructions will help you prepare and submit a strong job application that meets these requirements.

1. **Read the role specific criteria**

The role specific criteria are found on page three (3) of the Job Description Form attached to the advert. This outlines the skills needed for the position. If your skills match the skills needed, then we’d love to receive your application!

1. **Prepare your application**

Your job application should be formal. Look at the role specific criteria for direction on what your application needs to include. Usually you’ll need to include a cover letter and response to the role specific criteria that shows you have the skills and experience required to perform the role, along with your curriculum vitae (CV or resume).

1. **Submit your application**

Take note of the date and time your job application needs to be submitted by and allow yourself plenty of time to finish it. We’re not able to accept your application after the date and time included in the advertisement. When you’re ready, please submit your application on-line through the Jobs.wa.gov.au website.

1. **Interviews**

If our assessment finds you to be a suitable candidate and competitive, we’ll invite you for an interview.

1. **Successful applicants**

We’ll let you know if you were successful or not as soon as we can. At the same time, we’ll also let unsuccessful applicants know the outcome and offer them the opportunity to seek feedback. A Breach of Standard process is available to unsuccessful applicants. They will be directed to a website to find out more.

Applicants have four working days to lodge a breach claim. Where no claim is received in this time, we will let you know in writing that your appointment is confirmed.

1. **Unsuccessful applicants**

If you’re unsuccessful, we’ll let you know in writing after the selection process is complete.

We’ll also send you information about who to contact for feedback and how to seek a Breach of Standards review of the outcome, if you feel that your application wasn’t treated in accordance with the best practice recruitment standards in step four.

You have four working days to apply for a review. A Breach review focuses on the recruitment process itself, not on the abilities of an applicant.

**For more information about ChemCentre**

If you have any questions about our recruitment process, please contact the Human Resources and Information Services team on (08) 9422 9808.