Job Description Form

CCW09004 Scientist (Chemist)

**Scientific Services Division**

Position Details

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| Classification Level: | Specified Calling Level 1 |
| Award /Agreement: | PSCSAA 2021 |
| Position Status: | Fixed Term, Full time |
| Organisation Unit: | Organic Chemistry |
| Physical Location: | Bentley |

Reporting relationships

Responsible to: CC013007 – Team Leader – Occupational Health and Investigations SC Level 3 (*Organic Chemistry)*

**THIS POSITION: CCW09004 Scientist (Chemist) – SCL 1 (Scientific Services Division)**

Direct Reports: Nil

## 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.

Within Scientific Services Division these activities are involved with 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 agencies involved in health administration, agriculture and highly specialised analytical and advisory services to other ChemCentre laboratories and to the community in general.

The Occupational Health and Investigations Team provides analysis, consultancy and expert scientific advice to private and government clients in the areas of organic analytical chemistry related to maintaining a safe working environment. The team focuses on routine analyses that are specific to the measurement of volatile organic compounds in environmental matrices, such as air, water, and soils, using a variety of scientific instrumentation. There will be instances where knowledge of both inorganic and organic chemistry is required.

Job Description

As part of the Occupational Health and Investigations 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.
* Develops and 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.

Role-specific criteria

A client-focused scientist who undertakes scientific investigations and has a sound understanding of organic analytical chemistry.

Essential

1. A relevant degree in chemistry or science is mandatory.
2. Demonstrated ability to operate, and recognise limitations, of a range of scientific analytical equipment including gas chromatography; liquid chromatography and mass spectrometry.
3. Demonstrated experience in the use of data processing software relevant to organic chemical analysis and the interpretation of results.
4. Experience in the development of organic analytical methods applicable to a wide range of sample matrices.
5. Ability to produce high-quality work in a fast-paced commercial laboratory and apply commercial scientific principles.
6. Demonstrated ability to work in a team environment.
7. Demonstrated commitment to our values of Technical Excellence, Innovation, Integrity and Respect

## PRE- EMPLOYMENT REQUIREMENTS

* National Police Clearance (less than 3 months)
* Fit for Work (Alcohol and Drug Testing)
* Evidence of being fully vaccinated against COVID-19 (or evidence of being an exempt person)

## 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.

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| --- | --- | --- |
| Position | Signature | Date |
| Chief Executive Officer |  |  |

HRIS CERTIFICATION DATE: 27/01/2022