

Job and Person Specification

Title of Role: Forensic Scientist

Remuneration Level: PO1

Business Unit: Forensic Science SA

Type of Appointment: Temporary Contract

Division: Toxicology

Position Number:

Job and Person Specification Approval

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Primary Purpose

The Forensic Scientist is accountable to the Manager Toxicology for the provision of an efficient and timely analytical, interpretive and advisory service in forensic toxicology to the justice system of South Australia that meets client expectations and organisational objectives.

Reporting Relationships

The Forensic Scientist Toxicology reports to the Science Leaders – General Toxicology and Traffic Toxicology, and works as part of a large team of Scientific (Professional) Officers and Forensic Officers.

Key Relationships/Interactions

No staff are permanently supervised by this position, but from time to time the Forensic Scientist will be required to directly supervise the work of or provide training to other scientific and technical staff.

The incumbent is required to liaise with key clients and other stakeholders through casework operations. These include members of South Australia Police (SAPOL), the State Coroner's Office, and solicitors and prosecutors from the Office of the Director of Public Prosecutions (ODPP).

Key Challenges

- Undertaking accurate qualitative and quantitative analyses of drugs and poisons in biological samples
- Preparing timely, comprehensive reports for clients including the interpretation of the results

Special Conditions

- Some out of hours work and intra-/inter-state travel may be required
- Incumbent must provide a reference sample so that their DNA profile can be stored on an electronic database and compared to other profiles generated to exclude the possibility of contamination.
- Employment is dependent upon a National Police Certificate clearance and an Extended Police Clearance that the AGD finds satisfactory

AGD Conditions

- Participation in half yearly performance review and development process
- Actively participate in all mandatory training requirements
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures including AGD People Expectations



Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued, and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's voices in the community and workplace.

Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include:

- Flexitime
- Compressed weeks
- Work from home arrangements.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. This includes being trained and rostered to perform tasks in other areas or disciplines within FSSA to address operational needs. The Forensic Scientist is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Contribute to the provision of efficient, timely evidence of the highest quality to the justice system in South Australia</p>	<ul style="list-style-type: none"> • Undertaking training in various aspects of forensic toxicology • Undertaking accurate qualitative and quantitative analyses of drugs and poisons in biological samples • Preparing timely, comprehensive reports for clients including the interpretation of the results • Maintaining prescribed legal requirements in all phases of analysis including chain of evidence • Maintaining quality and accuracy of results • Advising clients on matters relating to personal casework • Maintaining instrumentation, equipment and operational standards 	<ul style="list-style-type: none"> • Complete all training in a timely manner • Complete all analyses in a timely manner • Report allocated cases within the required timeframes • Adherence to FSSA policies/procedures • Adherence to FSSA policies/procedures; best practice • As required • Adherence to FSSA policies/procedures; best practice
<p>Contribute to the maintenance of a quality service</p>	<ul style="list-style-type: none"> • Ensuring the quality and legal requirements are met, including the completion of proficiency tests 	<ul style="list-style-type: none"> • Adherence to FSSA policies/procedures; Timeframes met



<p>Compliance</p>	<ul style="list-style-type: none"> • Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures; • Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> • Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department • Documents and correspondence filed according to States Records Act, 1997.
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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • An appropriate Degree in Science • Practical and theoretical knowledge of analytical techniques used in forensic toxicology • Well developed skills in oral presentations and writing • Experience with identifying problems and formulating solutions • Knowledge of the principles and practice of OHSW, Equal Opportunity, the PSM Act, employee conduct standards and diversity appropriate to the requirements of the position
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • General forensic toxicology experience • Experience within an accredited laboratory • A post graduate qualification in Chemistry or equivalent • A basic understanding of the principles of pharmacology



Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams. Descriptors below detail the behavioural capabilities required for performance in the *Forensic Scientist, Toxicology* position. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Element	Behaviours
Supports Strategic Direction	<ul style="list-style-type: none"> • Supports strategic direction and plans • Communicates plans in practical terms to others • Is sensitive to political drivers influencing priorities and decisions • Identifies and raises awareness of trends, potential problems and opportunities • Identifies and manages risk as appropriate and escalates as necessary • Actively participates in business planning • Contributes to the drive for change and innovation
Achieves and monitors Own Results	<ul style="list-style-type: none"> • Sets and communicates clear expectations around quality of work and timeframes • Monitors progress towards achieving outcomes • Takes responsibility for the delivery of quality and timely results • Measures performance and acts on opportunities for continuous improvement • Critically evaluates issues and ensures solutions are practical and achievable • Negotiates as necessary to achieve outcomes • Prioritises workload effectively and negotiates deadlines where appropriate
Support Service Delivery Excellence	<ul style="list-style-type: none"> • Uses capability and expertise of the workgroup to achieve outcomes • Translates performance requirements into achievable outcomes • Effectively manages their own performance, managing (or influencing) the wider team performance • Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance • Identifies and delivers high quality internal and external customer service • Considers financial responsibility, accountability and awareness • Utilises available internal and external resources for optimal outcomes
Fosters Working Relationships	<ul style="list-style-type: none"> • Develops existing working relationships and internal networks • Collaborates with relevant stakeholders • Makes an effort to understand others' perspectives, motives, agenda • Openly shares information and knowledge as appropriate • Actively listens and communicates clearly • Takes into account the situation and audience and acts accordingly • Effectively manages conflict and escalates when appropriate



<p>Supports Personal Drive and Professionalism</p>	<ul style="list-style-type: none"> • Demonstrates respect for others and high ethical standards • Maintains professionalism and confidentiality • Supports diversity and uses this to enhance outcomes • Looks for opportunities to engage in development activities • Seeks feedback and reviews own performance • Displays flexibility and adaptability • Remains positive and recovers quickly from setbacks • Ensures a focus on wellbeing for self and others and raises concerns where necessary
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Acknowledged by occupant _____ / /

(Print name)

(Signature)

Acknowledged by line manager _____

(Print name)

(Signature & title)

