

Job and Person Specification

Title of Role:	Registrar Pathology	Classification:	MDP2
Business Unit:	Forensic Science SA	Type of Appointment:	Term
Division:	Finance, People & Performance		

Job and Person Specification Approval

DELEGATE

Primary Purpose

The primary purpose of the *Registrar in Forensic Pathology* is to train as a forensic pathologist and to meet the requirements for eligibility for fellowship of The Royal College of Pathology of Australasia RCPA in Forensic Pathology and specialist registration with the Medical Board of Australia. The Registrar will contribute to the provision of an efficient and effective routine autopsy, interpretive and advisory service in forensic pathology resulting in an effective medical contribution to the operation of the justice system in South Australia.

Reporting Relationships

- Reports to the Manager, Pathology Forensic Science SA.
- While the incumbent is not responsible for any staff, he/she is required to work as a member of the team and interact with fellow pathologists, trainees, scientific officers, forensic histopathology technicians and forensic mortuary technicians.

Key Relationships/Interactions

- FSSA Executive Group and Pathology staff
- State Coroner's Office
- South Australia Police (SAPOL)
- Office of the Director of Public Prosecutions (ODPP)
- Interacts with colleagues in other medical, scientific and forensic organisations

Key Challenges

- Completion of the training requirements for eligibility for fellowship (or post fellowship certificate) of the RCPA in Forensic Pathology.
- Postmortem imaging, examinations, microscopic diagnosis and postmortem reports are completed in a timely manner and in line with the requirements of protocols and quality standards under the supervision of a Specialist Forensic Pathologist.
- Evidence relevant to the investigation of cause of death is collected and preserved and the Coroner advised of any necessary further testing.
- Relevant, impartial, clear and concise expert evidence is presented to the Courts as required.
- A contribution to a healthy, safe and equitable working environment.



- 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.

Special Conditions

- Some out of hours work and intrastate/interstate travel may be required.
- The incumbent must provide a saliva sample for DNA testing and placement on the DNA Quality Assurance Register (QAR) to exclude the possibility of contamination.
- Must be immunised against Hepatitis B.
- Must submit to baseline testing for Hepatitis B, Hepatitis C, HIV and TB.
- *Prior to an offer of employment being made*, the candidate must be willing to undertake a functional capacity assessment if required to assist in determining if they are able to meet the physical demands of the mortuary environment.
- *Prior to an offer of employment being made*, the candidate must be willing to undertake psychometric testing if required to assist in determining if they are able to meet the emotional demands of the mortuary environment.

AGD Conditions

- Effectively embed AGD People and Leadership Expectations into all actions, activities and work processes
- Participate in bi-annual Performance Development Plan (PDP).
- Proactively seek learning opportunities, including in the timely completion of all mandatory training requirements
- Comply with the Code of Ethics for the South Australian Public Sector, relevant legislation and AGD policies and procedures.
- Employment is dependent upon a compliant National Police Certificate that the AGD finds satisfactory.
- Employment is dependent upon evidence of medical registration and appropriate specialist qualifications and a satisfactory National and Extended Police clearance that the AGD finds satisfactory.

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:

- Part-time

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. The *Registrar in Forensic Pathology* is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Scientific Performance</p>	<ul style="list-style-type: none"> • Attendance at death scenes with the Forensic Pathologist. • Participation in triage meeting with SA State Coroner • Completion of postmortem examinations, microscopic diagnosis and postmortem reports in line with protocols and quality standards under the supervision of a Specialist Forensic Pathologist. • Comply with the requirements of the Quality Management System. • Maintain the chain of custody and evidence integrity. • Comply with organ retention procedures. • Relevant, impartial, clear and concise expert evidence is presented to the Courts as required. • Undertake research and development as directed • Participation in teaching and training programmes at FSSA. 	<ul style="list-style-type: none"> • Observation and completion of the training requirements for eligibility for fellowship of the RCPA in Forensic Pathology • Postmortems are performed, completed and reported under supervision. • Evidence relevant to the investigation of the death is collected and preserved and the Coroner advised of any necessary further testing. • Successful cooperation with external experts • High quality post-mortem reports are completed at the conclusion of investigations and provided to the State Coroner's Office within agreed timeframes.
<p>Customer Relationship Management</p>	<ul style="list-style-type: none"> • Contact with the Coroner's Office, ODPP and SA Police as required 	<ul style="list-style-type: none"> • Communication with customers about all aspects of individual casework. • Specialist advice to stakeholders is provided. • Observing the customer's stated needs for timelines and quality.
<p>Research and Development</p>	<ul style="list-style-type: none"> • Contribute to research and development (R&D) projects and prepare internal and external publications in collaboration with colleagues. 	<ul style="list-style-type: none"> • Results of R & D projects are documented in organisational reports and publications. • Presentation at national and international symposia.

<p>Legislative Compliance</p>	<ul style="list-style-type: none"> • Maintain compliance with the Coroner's Act 2003, Transplant and Anatomy Act 1983 and Criminal Law (Forensic Procedures) Act 2007. • 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 professional activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> • Abides by the Acts, Regulations, Policies and Procedures relevant to the processes and employees of the Department. • Active participation and contribution in responsible and safe work practices. • Documents, exhibits, samples and correspondence are stored, disposed of and filed according to States Records Act, 1997.
<p>Contribute to Culture</p>	<ul style="list-style-type: none"> • Display constructive behaviours in line with AGD's people expectations of self-awareness, building trust, and building teams, including modelling the FSSA Values & Behaviours. • Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> • Feedback on performance from peers and leaders is positive. • Work practices are safe and WHS legislation, policies and procedures are adhered. • Respectful behaviour observed when faced with diversity/differences in opinion.

**Capabilities relevant to the role
(Qualifications, Skills, Knowledge and Experience)**

<p>Essential</p>	<ul style="list-style-type: none"> • A medical degree (MBBS or equivalent) registrable by the Medical Board of Australia. • Completion of the mandatory minimum anatomical pathology training requirement as defined in the RCPA Handbook Forensic Pathology (currently 18 months) • Proven ability in anatomical dissection. • Drive, initiative and the ability to manage workload and training commitments, determine priorities and meet deadlines. • A proven high level of personal integrity, credibility, and impartiality. • Interpersonal skills which foster trust and cooperation and contribute to a positive team environment, organisational culture and positive stakeholder relationships. • A high level of oral and written communication skills including a high level of ability in report writing and oral presentations • Knowledge of the principles and practice of the WHS Act 2012, the PS Act 2009, employee conduct standards and diversity appropriate to the requirements of the position.
<p>Desirable</p>	<ul style="list-style-type: none"> • Incumbent should hold a current full, C Class Australian driver's license. • Successful completion of the <i>RCPA Part 1 Examinations</i> in anatomical pathology or forensic pathology OR • Successful completion of the <i>RCPA Part 2 Examinations</i> in anatomical pathology (such candidates will complete post-fellowship certificate in Forensic Pathology of the RCPA) OR • Successful completion of the <i>Autopsy Certificate</i> in anatomical pathology. • Experience in interpreting postmortem CT imaging and utilising radiological data to inform case management. • Experience in research, including publications and in undergraduate and postgraduate teaching. • Knowledge of the legislation relating to Coronial post-mortem examinations and the South Australian legal system. • Experience working in a NATA/RCPA Medical Testing accredited environment. • 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.

Behavioural Capabilities and AGD People Expectations

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are also 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 *Registrar in Forensic Pathology*. 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
Promotes Strategic Thinking and Change (Tactical)	<ul style="list-style-type: none"> Actively promotes goals and strategic direction Translates strategies and goals into achievable plans Ensures work goals are linked to the bigger picture Adopts and manages a balanced approach to risk aversion and risk taking Considers the broader political environment and context when decision making Sets aside time to engage in forward planning for their area of responsibility Drives effective change Promotes creative and innovative thinking
Achieves Teams Results (Tactical)	<ul style="list-style-type: none"> Provides clear direction on how to achieve outcomes Develops plans with clear outcomes and supports others to achieve these Is accountable for the delivery of quality, timely and cost-effective results Critically evaluates the problem in its entirety before identifying and implementing best possible solution Confidently makes decisions showing good judgement Effectively prioritises and re-negotiates tasks as needed Reviews performance and seeks opportunities to implement continuous improvement
Drives Business Excellence (Strategic)	<ul style="list-style-type: none"> Anticipates and plans for future events, trends, problems and opportunities Builds and manages capability and expertise of the workforce to achieve organisational goals Models and promotes a customer service ethos Astutely allocates resources for optimal short- and long-term outcomes Models a culture of financial responsibility, accountability and awareness Sets clear performance standards that are linked to organisational outcomes Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation Promotes continuous learning and the development of others to achieve maximum individual and organisational potential

<p>Forges Relationships and Engages Other (Strategic)</p>	<ul style="list-style-type: none"> • Effectively advocates for the agency and the public sector in public and government forums • Constructively manages and resolves conflict within and across areas • Holds a clear understanding of the political context and acts accordingly • Adopts and promotes a collaborative approach when working with internal or external stakeholders • Builds extensive effective working relationships, networks and partnerships • Models and promotes sharing of information and knowledge • Adapts approach and communication style to suit the situation and audience • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Actively listens and communicates in a clear, concise and diplomatic manner
<p>Promotes Personal Drive and Professionalism (Tactical)</p>	<ul style="list-style-type: none"> • Builds a culture of respect and high ethical standards • Promotes diversity and uses this to enhance outcomes • Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues • Willing to put own views forward and challenges opposing views in a respectful manner • Identifies and considers risk in decision making • Remains positive and recovers quickly from setbacks • Promotes adaptability in dealing with change • Seeks opportunities to strengthen areas for development • Seeks feedback on performance and engages in self-reflection • Promotes a high standard of wellbeing for self and others

Employee

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Print name

Signature

Date

Manager

.....

Print name

Signature

Date