

# Job and Person Specification

<b>Title of Role:</b>	Forensic Chemist (Illicit Drugs)	<b>Remuneration Level:</b>	PO2
<b>Business Unit:</b>	Forensic Science SA	<b>Type of Appointment:</b>	Term
<b>Division:</b>	Finance, People and Performance	<b>Position Number:</b>	M07960

## Approval

.....  
*Delegate*

.....  
*Date*

## Primary Purpose

The *Forensic Chemist (Illicit Drugs)* is accountable to the *Manager, Chemistry* for the provision of an efficient and effective service in forensic chemistry which results in a scientific contribution to the effective operation of the justice system in South Australia.

## Reporting Relationships

The *Forensic Chemist (Illicit Drugs)* reports to the *Science Leader – Illicit Drugs*. This position is accountable to the *Manager, Chemistry*.

## Key Relationships/Interactions

### Internal

The *Forensic Chemist (Illicit Drugs)* works as a team member in the Chemistry Group, which consists of Scientific (Professional) Officers and Forensic Officers. The *Forensic Chemist (Illicit Drugs)* will be required to work closely with the *Science Leader – Illicit Drugs* and Illicit Drugs Team Members. The *Forensic Chemist (Illicit Drugs)* will also be required to interact with other groups at Forensic Science SA, such as the Administration and Biology teams.

### External

The *Forensic Chemist (Illicit Drugs)* will interact directly with key clients and other stakeholders through casework operations. These include members of South Australia Police (SAPOL) and solicitors and prosecutors from the Office of the Director of Public Prosecutions (ODPP).

## Key Challenges

Provision of an efficient and quality analytical service in forensic chemistry that meets clients' expectations and organisational objectives within a tight financial environment and during periods of sustained high workload.

## Special Employment Conditions

- Some out of hours work and intrastate 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
- The incumbent must be prepared to be assigned to another position at this remuneration level or equivalent.



- 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



## 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 Chemist (Illicit Drugs)* is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p><b>Contribute to the provision of an efficient and effective Forensic Chemistry service</b></p>	<ul style="list-style-type: none"> <li>• Contribute to casework output by undertaking highly confidential scientific examinations</li> <li>• Use specialist equipment to analyse, identify and compare evidence samples</li> <li>• Prepare results in casework reports within negotiated timeframes, including interpretation and opinion evidence where necessary</li> <li>• Manage personal casework and actively participate in group rosters</li> <li>• Review casework produced by others in the group</li> <li>• Present opinion and expert evidence in the Courts as required</li> <li>• Advise clients on matters relating to individual casework</li> <li>• Complete tasks in accordance with operational procedures and NATA guidelines</li> <li>• Provide specialist advice to both internal and external clients on specialist forensic chemistry casework</li> <li>• Apply relevant tests whilst considering efficient and effective use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• KPI's are met across Chemistry work types</li> <li>• Completion of case reports within agreed timeframes</li> <li>• Review of case reports within agreed timeframes</li> <li>• Court testimony regularly evaluated, and performance assessed as satisfactory</li> </ul>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p><b>Contribute to the maintenance of a quality service through continual improvement processes.</b></p>	<ul style="list-style-type: none"> <li>• Ensure the legal and quality requirements are met in all aspects of personal casework, including completion of competency tests as required</li> <li>• Document and report quality breaches in routine procedures and protocols</li> <li>• Support organisational projects, reviews, and committees</li> <li>• Review and evaluate current practices in the areas of Illicit Drugs as required and maintain contemporary knowledge in the fields</li> <li>• Develop competency of less experienced staff members through mentoring and training as required</li> <li>• Validation/verification of new techniques/instrumentation prior to their introduction into casework as required</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of proficiency/competency tests as required</li> <li>• Quality breaches are reported in a timely manner</li> <li>• Performing procedural reviews allocated within the agreed timeframes</li> <li>• Attendance in relevant training workshops and provision of feedback on learnings</li> </ul>
<p><b>Research &amp; Development</b></p>	<ul style="list-style-type: none"> <li>• Drive and/or coordinate research and development projects and publish results either internally or externally as required</li> <li>• Participate in cross agency research and development projects and broader organisational projects targeting operational improvements as required</li> <li>• Monitor new developments to identify potential analytical applications</li> </ul>	<ul style="list-style-type: none"> <li>• Results of R&amp;D documented in organisational reports and external publications</li> <li>• Presentations at national and international symposia</li> </ul>
<p><b>If required, perform tasks commensurate with the role classification within other disciplines to address FSSA operational needs</b></p>	<ul style="list-style-type: none"> <li>• If necessary, perform duties within other areas of Chemistry under supervision</li> <li>• Complete required training</li> <li>• Complete tasks in accordance with operational, NATA accredited procedures</li> </ul>	<ul style="list-style-type: none"> <li>• TBD if required</li> </ul>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p><b>Ensure legislative compliance</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Keep accurate and complete records of business activities in accordance with the State Records Act 1997</li> <li>• Adhere to the requirements of the Criminal Law (Forensic Procedures) Act 2007</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation and contribution in responsible and safe work practices</li> <li>• Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department</li> <li>• Documents and correspondence filed according to States Records Act, 1997</li> </ul>
<p><b>Contribute to Culture</b></p>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to responsible and safe work practices</li> <li>• Embrace diversity and cultural differences in the workplace.</li> <li>• Comply with AGD's People Expectations and any other in-house documents/team charters which apply</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented</li> <li>• Respectful behaviour observed when faced with diversity/differences in opinion</li> </ul>



Technical Expertise

Qualifications, Skills, Knowledge, and Experience relevant to the role

<p><b>Technical Expertise (Essential)</b></p>	<ul style="list-style-type: none"> <li>• A degree in a relevant scientific discipline, or equivalent</li> <li>• Significant practical and theoretical knowledge of chemistry and in particular analytical chemistry including the ability to organise and conduct complex scientific investigations.</li> <li>• Experience within a chemistry laboratory including extensive experience in the use of analytical techniques used in forensic chemistry such as, infrared spectrometry, gas chromatography and mass spectrometry.</li> <li>• Ability to work as part of a team requiring task sharing and effective communication which contribute positively to a spirit of team cooperation.</li> <li>• Ability to work autonomously and self-manage personal caseloads to meet organisational targets, objectives and priorities.</li> <li>• Ability to identify problems and develop solutions.</li> <li>• Ability to contribute to wider organisational goals and activities.</li> <li>• Well-developed oral and written scientific communication skills, including the ability to write and present reports to clients (i.e., evidence in Court).</li> <li>• High level of proven personal integrity and the ability to provide unbiased professional advice.</li> <li>• Experience in the application of NATA Quality standards in a scientific environment.</li> <li>• Knowledge of the principles and practice 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.</li> <li>• Knowledge of research and survey articles which relate to forensic chemistry examinations.</li> </ul>
<p><b>Technical Expertise (Desirable)</b></p>	<ul style="list-style-type: none"> <li>• Experience within a forensic laboratory as a reporting scientist.</li> <li>• Experience in method development and research, including a proven publication record.</li> <li>• Experience in the interpretation of complex chromatographic data.</li> <li>• Knowledge of the South Australian Judicial system.</li> <li>• Higher degree in Science, majoring in Chemistry.</li> <li>• Ability to anticipate new research areas, undertake research and supervise project work.</li> <li>• Proven ability to interpret results from chemical analysis, which may include utilising databases, literature references and / or statistical analysis</li> </ul>



## 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 *Forensic Chemist (Illicit Drugs)*– PO2 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
<b>Strategic</b>	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
<b>Tactical</b>	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
<b>Operational</b>	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
<b>Foundational</b>	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Element	Behaviours
<b>Strategic Focus</b> (Operational)	<ul style="list-style-type: none"> <li>• <b>Supports strategic direction and plans</b></li> <li>• Communicates plans in practical terms to others</li> <li>• Is sensitive to political drivers influencing priorities and decisions</li> <li>• Identifies and raises awareness of trends, potential problems and opportunities</li> <li>• Identifies and manages risk as appropriate and escalates as necessary</li> <li>• <b>Actively participates in business planning</b></li> <li>• <b>Contributes to the drive for change and innovation</b></li> </ul>
<b>Results Orientation</b> (Tactical)	<ul style="list-style-type: none"> <li>• Develops plans with clear outcomes and provides direction on how to achieve these</li> <li>• <b>Is accountable for the delivery of quality, timely and cost effective results</b></li> <li>• Reviews performance and seeks opportunities to implement continuous improvement</li> <li>• Adopts a critically evaluative approach to solving problems</li> <li>• Identifies opportunities to negotiate for improved outcomes</li> <li>• <b>Confidently makes decisions showing good judgement</b></li> <li>• <b>Effectively prioritises and re-negotiates tasks as needed</b></li> </ul>
<b>Service Delivery Excellence</b> (Operational)	<ul style="list-style-type: none"> <li>• <b>Uses capability and expertise of the workgroup to achieve outcomes</b></li> <li>• Translates performance requirements into achievable outcomes</li> <li>• <b>Effectively manages their own performance, managing (or influencing) the wider team performance</b></li> <li>• Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance</li> <li>• <b>Identifies and delivers high quality internal and external customer service</b></li> <li>• Considers financial responsibility, accountability and awareness</li> <li>• Utilises available internal and external resources for optimal outcomes</li> </ul>
<b>Relationship Management</b> (Operational)	<ul style="list-style-type: none"> <li>• <b>Develops existing working relationships and internal networks</b></li> <li>• Collaborates with relevant stakeholders</li> <li>• Makes an effort to understand others' perspectives, motives, agenda</li> <li>• <b>Openly shares information and knowledge as appropriate</b></li> <li>• Takes into account the situation and audience and acts accordingly</li> <li>• <b>Actively listens and communicates clearly</b></li> <li>• Effectively manages conflict and escalates when appropriate</li> </ul>



<b>Professional approach and drive</b> (Operational)	<ul style="list-style-type: none"><li>• <b>Demonstrates respect for others and high ethical standards</b></li><li>• Maintains professionalism and confidentiality</li><li>• Supports diversity and uses this to enhance outcomes</li><li>• Looks for opportunities to engage in development activities</li><li>• Seeks feedback and reviews own performance</li><li>• <b>Displays flexibility and adaptability</b></li><li>• <b>Remains positive and recovers quickly from setbacks</b></li><li>• Ensures a focus on wellbeing for self and others and raises concerns where necessary</li></ul>
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Employee .....  
*Print name* *Signature* *Date*

Manager .....  
*Print name* *Signature* *Date*

