

# Job and Person Specification

<b>Title of Role:</b>	Senior Forensic Scientist- Document Examination	<b>Classification:</b>	P03
<b>Business Unit:</b>	Forensic Science SA	<b>Division:</b>	Finance, People and Performance

## Primary Purpose

The primary purpose of the *Senior Forensic Scientist -Document Examination* is to contribute to the provision of a high quality, efficient and timely analytical, interpretive and advisory service in forensic document examination to the justice system of South Australia.

## Job Environment

The Attorney-General's Department (AGD) provides a range of legal, regulatory and other services for the government and people of South Australia. AGD promotes justice by protecting people's rights, holding people to account according to the law, improving safety and contributing to an efficient and fair justice system.

Forensic Science SA is a business unit of AGD and is responsible for providing independent, high quality forensic science and forensic medicine services to the South Australian community and justice system.

The *Senior Forensic Scientist- Document Examination* operates within a complex, sensitive and challenging environment and is required to exercise high levels of initiative and judgement with some direction.

This role contributes to the strategic and operational goals of Forensic Science SA through undertaking Document Examination casework across a range of work types arising from potentially sensitive matters.

## Reporting Relationships

- This position reports to the Science Leader- Document Examination. This position is accountable to the Manager, Chemistry 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 *Senior Forensic Scientist-Document Examination* will be required to directly supervise the work of or provide training to other scientific and technical staff.
- The *Senior Forensic Scientist-Document Examination* interacts regularly and directly with key clients and other stakeholders through casework operations. These include members of SA Police and solicitors from the Office of the Director of Public Prosecutions (ODPP).

## Key Challenges

- Operating with professional independence to coordinate the examination of exhibits and forensic samples in complex casework.
- Interpreting the results of questioned documents examinations and providing results/reports to clients.
- Providing expert opinion to the Courts at all levels.
- Contributing to group initiatives to ensure continual improvement of a high quality and timely forensic service.

## 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 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 National Police Certificate (NPC) and Extended Police Check (EPC) that the AGD finds satisfactory.
- Some out of hours work and interstate travel may be required.
- Incumbent must provide a reference DNA sample so their DNA profile can be generated and stored on a Quality Assurance Register (QAR). The register compares QAR donor reference profiles against profiles generated in casework and monitors for the possibility of contamination.

**Diversity**

The AGD 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 perspectives 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
- Part-time
- 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. The *Senior Forensic Scientist- Document Examination* is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<b>Contribute to the provision of an efficient and effective service in Forensic Document Examination</b>	<ul style="list-style-type: none"> <li>• Independently co-ordinate Document Examination casework across a range of work types and of a complex nature arising from major and highly sensitive matters for SA Police, the SA Coroner, the ODPP and private clients</li> <li>• Conduct examinations of evidential items</li> <li>• Use specialist equipment to analyse questioned documents evidential samples</li> <li>• Prepare client reports</li> <li>• Review work of other Forensic Officers and Forensic Scientists</li> <li>• Present opinion and expert evidence to the Courts as requested.</li> <li>• Act as a point of reference for expertise to both internal and external clients on specialist forensic questioned document casework</li> </ul>	<ul style="list-style-type: none"> <li>• Cases completed and reported within timeframes agreed between FSSA and stakeholders</li> <li>• Court testimony regularly evaluated, and performance assessed as satisfactory</li> </ul>
<b>Contribute to the development of scientific excellence and international best practice</b>	<ul style="list-style-type: none"> <li>• Monitoring new developments to identify potential analytical applications</li> <li>• Assessing and developing new equipment, including involvement in market research and tender processes</li> <li>• Undertake the development of new / revised techniques and methodologies</li> <li>• Ensuring quality and legal requirements are met, including the completion of QRIs, proficiency tests and peer review of reports</li> </ul>	<ul style="list-style-type: none"> <li>• Timeframes are met for tasks.</li> <li>• Adherence to FSSA policies/procedures;</li> <li>• Involvement with organisational wide initiatives</li> </ul>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<ul style="list-style-type: none"> <li>• Mentoring and training junior and less experienced staff</li> <li>• Supporting organisational projects, reviews and committees</li> <li>• Lecturing to key stakeholders on forensic document examination matters</li> </ul>	
<b>Ensure legislative compliance</b>	<ul style="list-style-type: none"> <li>• Adhere to the requirements of the <i>Criminal Law (Forensic Procedures) Act 2007</i>.</li> <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> </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 State Records Act, 1997.</li> </ul>
<b>Contribute to Culture</b>	<ul style="list-style-type: none"> <li>• Display constructive behaviours in line with AGD's people expectations of self-awareness, building trust, and building teams.</li> <li>• Seek feedback and review personal performance.</li> <li>• Develop effective working relationships, be approachable and work cooperatively with others to achieve outcomes.</li> <li>• Communicate proactively and prioritise workload effectively, asking for guidance and negotiating deadlines where appropriate.</li> <li>• Identify and undertake personal professional development.</li> <li>• Actively participate and contribute to responsible and safe work practices.</li> <li>• Embrace diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on performance from peers and leaders is positive.</li> <li>• Priorities are effectively communicated and negotiated.</li> <li>• Personal development is undertaken.</li> <li>• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered.</li> <li>• Respectful behaviour observed when faced with diversity/differences in opinion.</li> </ul>

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

<b>Essential</b>	<ul style="list-style-type: none"> <li>• A degree in a relevant scientific discipline</li> <li>• Substantial experience working in a forensic Document Examination laboratory as a reporting scientist.</li> <li>• Proven ability to conduct and self manage casework including complex cases of a more serious nature.</li> <li>• Proven ability to prepare comprehensive written reports and present expert opinion evidence in court.</li> <li>• Possess an approach to work which emphasises quality, accuracy and attention to detail</li> </ul>
------------------	---



	<ul style="list-style-type: none"> <li>• Proven ability to provide leadership in a team environment requiring task sharing and effective communication that fosters trust and co-operation</li> <li>• Ability to anticipate new research areas, undertake research projects and supervise project work</li> <li>• High level of proven personal integrity and credibility with the ability to provide unbiased professional advice</li> <li>• Knowledge of the principles and practice of WHS, Equal Opportunity, the PS Act 2009, employee conduct standards and diversity appropriate to the requirements of the role</li> <li>• Demonstrated ability to contribute to a constructive workplace culture.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• A higher level degree in a relevant scientific discipline</li> <li>• Experience in examining/comparing handwriting and/or signatures samples and appropriately interpreting the results</li> <li>• Proven ability to interpret questioned document analytical and statistical results utilising databases, literature and statistical analysis</li> <li>• Experience supervising staff or laboratory processes</li> <li>• Research experience including a publication record in the field of forensic Document Examination</li> <li>• A working knowledge of NATA accreditation requirements and knowledge of the application of NATA quality standards in a forensic Document Examination environment</li> <li>• Knowledge of the procedures and practices in the SA Police, the State Coroner's Office and the SA justice system</li> <li>• Knowledge of the application of the SA Criminal Law (Forensic Procedures) Act 2007</li> <li>• Ability to contribute to strategic direction of a forensic Document Examination group</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 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 *Senior Forensic Scientist- Document Examination*. This broader group of behaviours are applicable to your ongoing success in the role.

	<b>Strategic Focus</b>	<b>Results Orientation</b>	<b>Service Delivery Excellence</b>	<b>Relationship Management</b>	<b>Professional Approach and Drive</b>
<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

<b>Element</b>	<b>Behaviours</b>
<b>Supports Strategic Direction</b>	<ul style="list-style-type: none"> <li>• Supports strategic direction and plans</li> <li>• Communicates plans in practical terms to others</li> <li>• Identifies and manages risk as appropriate and escalates as necessary</li> <li>• Is sensitive to political drivers influencing priorities and decisions</li> <li>• Actively participates in business planning</li> <li>• Contributes to the drive for change and innovation</li> <li>• Adapts quickly to changing and emerging priorities</li> </ul>
<b>Achieves Team Results</b>	<ul style="list-style-type: none"> <li>• Provides clear direction on how to achieve outcomes</li> <li>• Develops plans with clear outcomes and supports others to achieve these</li> <li>• Is accountable for the delivery of quality, timely and cost effective results</li> <li>• Critically evaluates the problem in its entirety before identifying and implementing best possible solution</li> <li>• Confidently makes decisions showing good judgement</li> <li>• Effectively prioritises and re-negotiates tasks as needed</li> <li>• Reviews performance and seeks opportunities to implement continuous improvement</li> </ul>
<b>Supports Service Delivery Excellence</b>	<ul style="list-style-type: none"> <li>• Identifies and raises awareness of trends, potential problems and opportunities</li> <li>• Uses capability and expertise of the workgroup to achieve outcomes</li> <li>• Identifies and delivers high quality internal and external customer service</li> <li>• Utilises available internal and external resources for optimal outcomes</li> <li>• Contributes to a culture of financial responsibility, accountability and awareness</li> <li>• Translates performance requirements into achievable outcomes.</li> <li>• Effectively manages their own performance, managing (or influencing) the wider team performance</li> <li>• Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance where relevant to the role</li> </ul>
<b>Establishes Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Represents the agency and public sector effectively in public and government forums</li> <li>• Effectively identifies, manages and resolves conflict</li> <li>• Maintains awareness of the political context and acts accordingly</li> <li>• Develops effective working relationships and internal and external networks</li> </ul>



	<ul style="list-style-type: none"> <li>• Appropriately identifies and collaborates with relevant stakeholders</li> <li>• Shares information and knowledge</li> <li>• Tailors approach and communication style to suit the situation and audience</li> <li>• Identifies opportunities to negotiate for improved outcomes</li> <li>• Actively listens and communicates in a clear and concise manner</li> </ul>
<p><b>Supports Personal Drive and Professionalism</b></p>	<ul style="list-style-type: none"> <li>• Promotes a culture of respect and high ethical standards</li> <li>• Supports diversity and uses this to enhance outcomes</li> <li>• Maintains professionalism and confidentiality when dealing with sensitive issues</li> <li>• Constructively expresses own views and respects the views of others</li> <li>• Is aware of risks and makes decisions accordingly</li> <li>• Remains positive and recovers quickly from setbacks</li> <li>• Adapts effectively to change</li> <li>• Looks for opportunities to engage in development activities</li> <li>• Seeks feedback and reviews own performance</li> <li>• Ensures a focus on wellbeing for self and others and raises concerns where necessary</li> </ul>

Acknowledged by occupant

----- (Print name) ----- (Signature) ----- / / (Date)

Acknowledged by line manager

----- (Print name) ----- (Signature & title) ----- / / (Date)

