

Job and Person Specification

Title of Role:	Forensic Scientist (Illicit Drugs)	Remuneration Level:	PO1
Business Unit:	Forensic Science SA	Type of Appointment:	
Division:	Finance, People and Performance	Position Number:	

Approval

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 Delegate

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 Date

Primary Purpose

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

Key Relationships/Interactions

Internal

The *Forensic Scientist (Illicit Drugs)* works as a team member in the Chemistry Group, which consists of Scientific (Professional) Officers and Forensic Officers. The *Forensic Scientist (Illicit Drugs)* will be required to work closely with the Science Leader - Illicit Drugs and Chemistry Members. The *Forensic Scientist (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 Scientist (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 illicit drugs that meets clients' expectations and organisational objectives within a tight financial environment and during periods of sustained high workload.

Special Employment Conditions (if relevant)

- 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. Flexible working arrangement options for this role may include:

- Flexitime
- Part-time
- Compressed weeks



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 (Chemistry)* is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Contribute to the provision of an efficient and timely illicit drugs service for the Chemistry Section (mainly through the chemical analysis of illicit drugs cases)	<ul style="list-style-type: none"> • Complete required training • Ensure timely turn-around of illicit drug cases by undertaking routine analyses, in accordance with operational and NATA guidelines • Use specialist chemical analytical equipment to analyse and identify evidential material • Actively participate in group rosters • If required, attend courts of law to give factual evidence on analysis performed • Complete tasks in accordance with operational and NATA guidelines 	<ul style="list-style-type: none"> • Successful completion of forensic training program • Illicit Drugs Team KPIs are met • Completion of rostered tasks within expected timeframes • Review of analytical work performed
Contribute to the delivery of the highest quality illicit drug service for the Chemistry Section	<ul style="list-style-type: none"> • Maintaining prescribed legal and quality requirements in all phases of analysis, including completion of proficiency tests • If necessary, perform duties within other areas of Chemistry under supervision 	<ul style="list-style-type: none"> • Successful completion of proficiency / competency tests (as required)
As required, contribute to the maintenance of a quality service and of continual improvement of the illicit drug service for the Chemistry Section	<ul style="list-style-type: none"> • Document and report quality breaches in routine trace evidence procedures and protocols • Involved in internal research and development projects • Evaluate and, if necessary, propose changes to illicit drug procedures for routine illicit drug analyses to ensure they are adequate, current and accurately applied • Validate non-standard techniques and new instrumentation within the Illicit Drugs Team 	<ul style="list-style-type: none"> • Quality breaches are reported in a timely manner • Performing any procedural reviews allocated within the agreed timeframes as required • Successful participation in proficiency/competency tests as required
If required, perform tasks within another discipline in order to address FSSA operational needs	<ul style="list-style-type: none"> • If necessary, perform duties within other areas of Chemistry under supervision • Complete required training • Complete tasks in in accordance with operational and NATA guidelines 	<ul style="list-style-type: none"> • TBD if required



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Ensure legislative compliance	<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 Adhere to the requirements of the Criminal Law (Forensic Procedures) Act 2007 	<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
Contribute to Culture	<ul style="list-style-type: none"> Actively participate and contribute to responsible and safe work practices Embrace diversity and cultural differences in the workplace. Comply with AGD's People Expectations and any other in-house documents/team charters which apply 	<ul style="list-style-type: none"> Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented Respectful behaviour observed when faced with diversity/differences in opinion.

Technical Expertise

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

Technical Expertise (Essential)	<ul style="list-style-type: none"> A relevant degree in science. A good practical knowledge of chemistry in general and analytical chemistry in particular Experience in the use of analytical techniques used in forensic chemistry including, infrared spectrometry, gas chromatography, and mass spectrometry Ability to work as part of a team requiring task sharing and effective communication which contribute positively to spirit of team cooperation Ability to work autonomously, organise priorities and to simultaneously manage a personal caseload Possess an approach to work which emphasises quality, accuracy and attention to detail Ability to identify problems and develop solutions Ability to contribute to wider organisational goals and activities
Technical Expertise (Desirable)	<ul style="list-style-type: none"> Experience in a chemical laboratory environment Higher degree in science, majoring in Chemistry



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| <ul style="list-style-type: none">• Experience in a forensic and / or commercial chemical laboratory environment• Experience working in an organisation accredited under ISO 17025 (or similar equivalent standard)• Experience in the interpretation of analytical data, including that produced by infrared spectrometry, gas chromatography, and mass spectrometry• Experience working in an organisation accredited under ISO 17025 (or similar equivalent standard)• 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 |
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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 Scientist (Illicit Drugs) – PO1* 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
Strategic Focus (Operational)	<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
Results Orientation (Operational)	<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
Service Delivery Excellence (Operational)	<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
Relationship Management (Operational)	<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 • Takes into account the situation and audience and acts accordingly • Actively listens and communicates clearly • Effectively manages conflict and escalates when appropriate
Professional approach and drive (Operational)	<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



	<ul style="list-style-type: none">• 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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Employee

Print name

Signature

Date

Manager

Print name

Signature

Date

