

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



---

Title	Forensic Scientist (Chemistry)
Position Number	002311
Business Unit	Forensic Science Service Tasmania (FSST)
Branch / Section	FSST Chemistry
Location	New Town
Immediate Supervisor	Manager, Forensic Chemistry
Award	Allied Health Professionals Public Sector Union Wages Agreement
Employment Conditions	Permanent, full-time
Classification	AHPA Level 1 to Level 2

---

### Focus:

Undertake routine and complex chemistry analyses and examinations to support forensic outcomes.

### Primary Duties:

- Undertake examinations of evidence items in one or more of the Chemistry areas of toxicology, drugs, and chemical criminalistics.
  - Operate and perform routine maintenance on analytical instruments (e.g. GC/MS, LC/MS/MS etc).
  - Perform verifications and calibration of test equipment (including evidential breathalyser instruments).
  - Prepare draft reports under broad supervision (*Level 1*).  
Prepare and sign reports and check reports of others (*Level 2*).
  - Attend court and give evidence of fact as required (*Level 1*).  
Attend court and give evidence of professional opinion as required (*Level 2*).
  - Participate in the quality assurance program of the Section.
-

## Scope of Work:

The occupant is responsible for:

1. All aspects of services (analysis, interpretation, advice and testimony).
2. Maintaining the highest standards of quality, accuracy and timeliness of advice and service.
3. Adherence to the Section's Operating Procedures and for identifying and reporting deviations from these procedures.
4. Adherence to the principles embodied in the Code of Ethics of the Australian and New Zealand Forensic Science society.

The occupant is required to stay abreast of current best practice and scientific developments in this field as they will rely on their specialised knowledge to provide sound professional scientific advice and testimony.

FSST has a variable workload with shifting priorities across the Chemistry areas and the occupant is expected to operate flexibly in the scope and range of activities to manage the delivery of forensic outcomes.

## Direction and Supervision:

The occupant of the position will perform routine scientific work under close supervision and direction. Supervision will decrease as experience is gained until a wide range of tasks and duties are capable of being performed under routine supervision and direction.

The occupant of the position is expected to exercise independent professional judgement, particularly in recognising and solving problems and applying procedures to a wide variety of evidence types.

## Selection Criteria:

1. A sound theoretical knowledge of analytical and organic chemistry obtained through completion of a tertiary level degree.
2. Experience in sample preparation and analysis of substances using instrumental techniques e.g. GC, GC/MS, FTIR, HPLC or LC/MS/MS or the ability to acquire these skills.
3. Experience in the maintenance, trouble shooting and verification/calibration of scientific instruments and equipment or the ability to acquire these skills.

4. Well-developed interpersonal, written and oral communication skills to enable clear and precise recording of scientific findings, and the ability to respond confidently and clearly to questions.
5. Well-developed organisational skills, together with the ability to work harmoniously with a small group of professional scientists in a laboratory environment.
6. High level computer literacy skills including experience with databases, spread sheets and word processing.

## **Qualifications and Experience:**

### **Desirable:**

- To be willing and able to participate in FSST on-call arrangements to provide out of hours response services where needed.
- understanding of the application of accreditation and quality assurance programs
- Experience in the validation and/or development of laboratory methods or the ability to acquire these skills
- Experience in research methodologies and scientific statistical analysis
- A current driver's licence.

### **Essential Requirements:**

Appropriate degree in science (Chemistry) from an approved university, or college, or equivalent.

### **Pre-Employment Checks**

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

## Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

## Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

---

Approved

**Amardeep Ghuman**

MANAGER, PARTNERING AND EMPLOYMENT SERVICES  
BUSINESS AND EXECUTIVE SERVICES

Date: April 2024