# Position Description

## Research Projects – CSOF4/5

The following information is for applicants

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| Advertised Job Title**:** | Analytical Chemistry Laboratory Supervisor |
| Job Reference: | 59337 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 70% |
| Percentage of Client Focus - External: | 30% |
| Reports to the: | Team Leader |
| Number of Direct Reports: | 1 |
| Name and Contact Details For Applicant Enquiries | Peter Austin  Email: [peter.austin@csiro.au](mailto:peter.austin@csiro.au)  Phone: 08 9334 8069 |
| Contact Details For Applying | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

Research Projects staff in CSIRO collaborate in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work. Research Projects staff may be involved in providing consulting services, science management and/or industry liaison.

The role of the Analytical Chemistry Laboratory Supervisor is to manage and lead the delivery of analytical chemistry services at Waterford primarily supporting mineral processing research as well as a small number of external customers.

In this role you will deal with the requirements of moderate numbers of routine but potentially complex analyses alongside the development of techniques to analyse challenging samples for trace elements in concentrated matrices.

## Duties and Key Result Areas:

* Day to day management of the analytical chemistry laboratory.
* Maintaining safety of all users of the laboratory as area custodian.
* Provide Specialist analytical expertise including ICP-OES analysis, ICP-MS analysis, Ion Chromatography and Capillary Electrophoresis.
* Liaise with clients (internal and external) to determine their analytical needs and select appropriate analytical methods to meet their requirements.
* When required, develop sample preparation and analytical methods to solve complex analytical issues for clients.
* Manage the maintenance of all instrumentation in the lab.
* Maintain an accurate record of completed work.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

**For appointment at the higher salary level (CSOF5), duties will also include:**

* Supervision of analytical chemistry team (under leadership of the Chemical Analysis and 3D Characterisation Team Leader.
* Strategic planning of future laboratory requirements by:
* Consultation with internal clients to identify upcoming work flows in the short and medium term and deploy resources accordingly.
* Assist Team Leader and Group Leader to plan ahead for medium term requirements for capability and CAPEX.
* Train team staff in the Analytical team and other teams within the Business Unit to use the instrumentation to an appropriate level.

## Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed.*

1. Relevant degree in chemistry or chemical engineering at honours level or equivalent relevant experience minimum.
2. Demonstrated expertise in ICP-OES and ICP-MS analysis.
3. Demonstrated ability in applying scientific problem solving and research to develop sample preparation and analytical methods to solve complex analytical issues for clients.
4. Demonstrated ability to deliver assigned research project objectives and report outcomes within a specified timeframe.
5. The ability & willingness to contribute novel ideas and approaches in support of scientific investigations.

**For appointment at the higher salary level (CSOF5), additional selection criteria will also include:**

1. Demonstrated ability to lead a small team and to work effectively as part of a larger team.
2. Demonstrated experience running a production analytical laboratory analysing mining or mineral processing samples.

## Desirable Criteria:

1. Demonstrated expertise with the chemical analysis of mineral samples including digestion techniques.
2. Demonstrated expertise with the following techniques:
   1. Triple Quadrupole/Collision Cell ICP-MS.
   2. Ion Chromatography.
   3. Capillary Electrophoresis.
   4. Nitrogen Analysis by Dumas method (VELP).
   5. Carbon analysis in liquid and solids.

## Special Requirements:

To be appointed to this position, the successful candidate will need to lodge a National Police Check (CSIRO will reimburse all costs associated) and receive clearance before commencing.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

*F*ind out more about CSIRO [Mineral Resources](https://www.csiro.au/en/Research/MRF)