# Position Description

## Research Projects – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Analytical Chemist |
| Job Reference: | 61351 |
| 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: | 10 % |
| Percentage of Client Focus - External: | 90 % |
| Reports to the: | Team Leader – Bioorganic Chemistry |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries | Dr Peter Duggan  Email: [Peter.Duggan@csiro.au](mailto:Peter.Duggan@csiro.au) |
| 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  Please do not email your application directly to Dr Duggan.   Applications received via this method will not be considered by the selection panel. |

## 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.

Your role as an Analytical Chemist is to apply analytical chemistry knowledge towards the solution of problems relating to the identification, detection and quantification of organic compounds in plant extracts and plant-derived mixtures.

You will contribute to chemistry projects focussed on new technologies important in the development of medicinal cannabis products.

## Duties and Key Result Areas:

* Plan, propose and perform chemical analyses.
* Qualitatively and quantitatively analyse plant extracts and plant-derived mixtures using chromatographic techniques, such as HPLC, GC, LCMS and GCMS.
* In collaboration with other CSIRO staff, use scientific literature and NMR, mass spectroscopy and other relevant techniques, to identify organic compounds in complex plant extracts.
* Accurately record experimental procedures and data in laboratory notebooks in a timely fashion.
* Enthusiastically follow existing CSIRO Standard Operating Procedures (SOPs) relating to the handling of Schedule 4 and Schedule 9 poisons, contribute to their revision and the drafting of new SOPs.
* Contribute to the smooth operation of a secure facility in which Schedule 4 and Schedule 9 poisons are stored and used in experiments.
* Undertake general laboratory maintenance and duties as required.
* Communicate research results through laboratory notebooks, written reports and oral presentations.
* Provide instruction on activities pertaining to the immediate work area and responsibilities, as required.
* Adapt and/or develop creative experimental methods in support of existing and further research.
* Respond promptly and courteously to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **Teamwork and Collaboration: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficient, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Selection Criteria:

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

1. A Bachelor’s degree in Science or equivalent, majoring in chemistry or having relevant work experience in chemistry.
2. Demonstrated ability in the techniques of analytical chemistry and a sound theoretical knowledge of analytical chemistry.
3. Demonstrated practical experience in chromatographic analytical techniques, such as HPLC and GC.
4. Demonstrated skills in accurate and thorough record keeping.
5. The ability to work effectively as part of a multi-disciplinary research team, and to carry out tasks under general direction from scientific researchers.
6. Proven ability to investigate routine problems by identifying and considering the implications of a range of available alternative solutions.

## Desirable Criteria:

1. Considerable experience (~2+ years) in an analytical chemistry or quality control laboratory within industry.
2. Exposure to regulated workplaces where strict compliance with laboratory protocols and regulations is required.
3. Experience in the use and interpretation of mass spectra to identify organic compounds.
4. Knowledge of modern and emerging analytical chemistry techniques.

## Special Requirements:

To be eligible for this position you must be willing and able to work in a laboratory environment dealing with a range of chemicals and equipment, and satisfy the requirements of the “fit-and-proper-person test” as defined by the Federal Department of Health. See: <https://www.odc.gov.au/publications/guideline-fit-and-proper-persons-and-suitable-staff>

## About CSIRO:

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