



POSITION DESCRIPTION

Position Title:	Analytical Chemist
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	Minerals
Classification:	Band 5
Job Family:	Engineering and Technical
Position Description Number:	PD-1569
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Analytical Chemist is to support commercial and development projects through the delivery of high quality analytical results from one or more pieces of major analytical instrumentation, such as XRF, ICP-OES or ICP-MS and provide general analytical chemistry input to an analytical support group.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The ANSTO Minerals business unit is a team of more than 60 consultants and technicians with expertise that covers chemical engineering, metallurgy, mineralogy, chemistry, geology, and radiation safety. ANSTO Minerals provides practical solutions and innovative technology in ways that deliver financial and environmental benefits to the mining and minerals processing industries.

The Analytical Group provides analytical data and expertise to support all commercial projects and internal research in order to:

- Provide competitive advantage to the Minerals group in delivering commercial projects through timely and accurate results that might not be achieved through external labs and
- Ensure that industry leading R&D can provide outputs to grow the future revenue of the Minerals business

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Employ scientific expertise through the coordination and processing of a diverse and novel range of samples, the development of new analytical techniques and through the provision of advice regarding sample processing.
- Contribute to and support commercial and research projects to ensure ongoing quality and throughput of the service provided by independently prioritising, organising and scheduling analytical work within their analytical area in order to deliver accurate and timely results to clients.
- In collaboration with their supervisor, provide a high level of customer service and timely feedback to project leaders, members of the Minerals team and clients, including follow-up and review as necessary maintain required schedules and plans for upcoming work, communicating potential issues to requestors.

- Provide reliable capabilities in analytical techniques by ensuring instruments are calibrated accurately and all plant and equipment is operating correctly, according to the manufacturer's instructions and the expertise and experience of the analyst.
- Responsibility for the work of the technical staff including assessing each team member's technical capabilities and conducting appropriate technical training.
- Contribute to and support small to medium projects. Work as a project team member with the aim of providing technical advice on the most effective techniques and methods within their areas of expertise to project leaders and clients and completing project activities within time, scope and budget.
- Ensure a safe operating environment in their area, managing interactions with other analytical activities, chemical hazards and safety improvement initiatives, and maintain quality records for each type of sample / technique as required.
- Plan, organise and manage the instrumentation's service, including calibration, operation and liaison with service providers. Maintain records of equipment performance, maintenance and output as required.
- Work in a collaborative way, building and maintaining productive working relationships within ANSTO and with external suppliers and partners.
- Support other Analytical Chemists in the delivery of their results when business priorities or equipment issues require it and undertake additional duties as required and during periods of leave of other staff.

Decision Making

- Consultation between project leaders and the analytical team to determine commercial priorities to optimise sample throughput, resulting in timely delivery of results and client satisfaction.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Management of highly variable samples and ensuring that chemical safety is addressed clearly in all aspects of the work.
- Technical challenges, particularly identifying and developing improved analytical methods to deal with difficult process samples.
- Developing and understanding the broad hydrometallurgical processes and types of samples the unit deals with in order to provide the required outputs.
- Analysis of highly variable samples with tight turnaround times as well as ensuring high equipment availability and throughput.
- Variable workloads.
- Have a flexible approach to work and to continually review and reorganise work plans and activities to manage conflicting priorities.
- Proactive in keeping up-to-date with current technology and awareness of its potential impact on the work of the group.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Cascade team objectives and goals • Staff engagement and quality recruitment • Provide management contingency
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Provide guidance and support to analytical laboratory technicians

	<ul style="list-style-type: none"> • Collaborate and share accountability • Negotiate and resolve conflicts • Provide contingency in times of absence
Other departments (Minerals Project Leaders)	<ul style="list-style-type: none"> • Timely and accurate results to provide client satisfaction • Liaison on project requirements when required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Analytical Team Manager
Direct Reports	Analytical laboratory technician
Indirect Reports	Nil

Financial Data (2021/2022)

Responsibility for approval of equipment and chemical purchases in accordance with the ANSTO Delegations Manual AS-1682

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Standing for long periods Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements Shift work After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Relevant qualifications (analytical chemistry or similar) and/or relevant industry experience in the instrument of responsibility.

2. Experience in additional instrumentation and wet analytical methods is desirable, including quality and safety functions.
3. Demonstrated high level relationship and communication skills with a strong client focus and customer service mind set.
4. Effective teamwork skills; including a demonstrated willingness to share knowledge and skills within the team.
5. Microsoft office skills.
6. Practiced time management and organisational skills with a meticulous approach to work.
7. Deadline driven, pro-active when attending to ANSTO and customer interests.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Susan Brown	Name:	Karin Soldenhoff
Title:	Senior Radiochemist and Analytical Lead	Title:	GM Minerals
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour