# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Botanical Extracts Analyst |
| Job Reference | 75636 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$64,866 to AU$82,556 pa + up to 15.4% superannuation |
| Location(s) | Clayton, Melbourne |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader – Bioorganic Chemistry |
| Client Focus – Internal | 10% |
| Client Focus – External | 90% |
| Number of Direct Reports | 0 |
| Enquire about this job | Dr Peter Duggan  Email: [Peter.Duggan@csiro.au](mailto:Peter.Duggan@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### 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 a Botanical Extracts Analyst will be to apply analytical chemistry knowledge towards the solution of problems relating to the identification, detection and rigorous quantification of organic compounds in plant material, plant-derived mixtures and other biological matrices.

### You will contribute to chemistry projects focussed on new technologies important in the development of commercial botanical products including those derived from medicinal cannabis.

### Duties and Key Result Areas:

* Plan, propose and perform chemical analyses.
* Qualitatively and quantitatively analyse plant material, plant-derived mixtures and other biological materials using chromatographic techniques, such as HPLC, GC, LCMS and GCMS.
* In collaboration with other CSIRO staff, use scientific literature, 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.
* Under technical direction undertake experiments, laboratory analyses or technology development activities (some non-routine) using a range of techniques, often working on a number of parallel and competing tasks.
* 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.
* Oversee the activities of less experienced staff and provide guidance on experimental/ technological techniques and protocols.
* 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 teams, both within the Manufacturing business unit and other CSIRO business units 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 procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **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.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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**

#### Essential

*Under CSIRO policy only those who meet all essential 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 experience in the detection and quantitation of chemicals in plant materials, plant-derived mixtures and other biological materials, as well as synthetic mixtures.
4. Demonstrated practical experience in chromatographic analytical techniques, such as HPLC, GC, LCMS and GCMS.
5. Demonstrated practical experience in the development and execution of fully validated analytical protocols.
6. Demonstrated skills in accurate and thorough record keeping.
7. The ability to work effectively as part of a multi-disciplinary research team, and to carry out tasks under general direction from scientific researchers.
8. Proven ability to investigate routine problems by identifying and considering the implications of a range of available alternative solutions.

## **Desirable:**

1. Considerable experience (~4+ years) in an analytical chemistry or quality control laboratory within industry or research institute.
2. Considerable experience (~2+ years) in regulated workplaces where strict compliance with laboratory protocols and regulations is required.
3. Knowledge of modern and emerging analytical chemistry techniques.
4. Experience in the routine maintenance and upkeep of HPLC and GC instruments.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance 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>

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