

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health

Business Unit: ACT Government Analytical Laboratory

Position Title: Assistant Director – Forensic Toxicology

Position Number: P36674

Classification: Health Professional Officer Level 4

Location: Howard Florey Centenary House, Holder ACT 2611

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is also responsible for exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division leads population health policy for the ACT and provides and commissions a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

BUSINESS UNIT OVERVIEW

The Research, Programs, and Scientific Services Branch (RPSS) is a multidisciplinary team which leads in scientific analysis, research strategy, ethical governance, and health promotion initiatives. The branch provides specialist expertise across a range of disciplines to the ACT Government, non-government organisations, ACT Public and other stakeholders. The branch also provides and commissions a range of services and programs aimed at improving the health outcomes of the ACT population. These activities include evidence-based behaviour change interventions to reduce susceptibility to illness, territory wide health research functions and accredited scientific services.

ACT Government Analytical Laboratory

The ACT Government Analytical Laboratory (ACTGAL) is section of RPSS. It is a multidisciplinary scientific laboratory providing high quality analytical services in the fields of Quality, Preclinical Research, Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001.

Forensic Toxicology

Forensic Toxicology is a unit of ACTGAL. It is accredited to ISO 17025 (Legal (Including Forensic Science)) and provides the following services:

- Analysis and reporting of biological specimens for the presence and quantity of drugs and/or poisons to support ACT legislation and policy;
- Provision of expert advice and evidence related to the analysis it carries out, including expert evidence in ACT courts.

POSITION OVERVIEW

The Assistant Director, Forensic Toxicology responsibilities include, analytical investigations of toxicological samples, reporting, presentation of evidence in court, assistance in the management of quality systems, staff training, method development and method validation. This role is also required to assist with day-to-day management of staff and routine laboratory operations. The position is within the ACT Government Analytical Laboratory management team to progress the operational and strategic goals of the laboratory and assist in providing expert advice to internal ACT Government agencies and other external agencies.

WHAT YOU WILL DO

Under general direction of the Director, Forensic Toxicology the Assistant Director, Forensic Toxicology will:

- Supervise, and/or conduct, analytical investigations of forensic and non-forensic samples relating to drugs, poisons or other substances.
- Supervise, and/or conduct, the processes and operations of the Quality System including meeting the requirements of NATA accreditation in Forensic Science.

- Prepare detailed reports on investigations and evidentiary material for court proceedings and as necessary, appear as an expert witness in court.
- Supervise, and/or conduct, research and development related to the goals of the unit.
- Assist with the supervision of the operation of training programs and the routine management of laboratory operations.
- Provide expert advice and assistance to ACTGAL stakeholders.
- Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Exceptional knowledge of modern analytical instrumentation and extensive experience in analytical chemistry.
2. Demonstrated ability to provide leadership in the development and validation of analytical methods in a forensic environment.
3. Well-developed knowledge and demonstrated ability to manage the routine operations of an analytical forensic unit including operating under an accredited quality system.
4. Demonstrated ability to undertake and accept responsibility for the examination of forensic exhibits including provision of expert interpretation of analytical results within a legislative framework.

Behavioural Capabilities

5. Demonstrated ability to manage, train, supervise and work effectively within a multidisciplinary team.
6. Demonstrated ability to develop and deliver high quality, fit for purpose written and oral communication.
7. Demonstrated commitment to WH&S and display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements/Qualifications

- Undergraduate degree in science (a major and/or postgraduate qualification in chemistry is highly desirable).
- Current driver's licence.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director – Forensic Toxicology (position number P36674) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required - Gloves - Safety glasses - Labcoat - Enclosed shoes	Frequently