

Job and Person Specification

Title of Role: Principal Chemical Engineer

Remuneration Level: PO3

Business Unit: Primary Industries,
Resources, Country
Compliance & Engineering
Team

Type of Appointment: Ongoing

Division: SafeWork SA

Position Number: TBA

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the Principal Chemical Engineer is to provide high-level chemical engineering technical services in the regulation of major hazard facilities (MHF): technical regulatory advice, review of safety case, compliance, enforcement and prevention activities associated with MHF; plant and process safety. This involves regular workplace audits; investigation of chemical processes and process safety related incidents, review adequacy and effectiveness of risk management processes to eliminate and or mitigate risk of major incident under the MHF safety case regulatory regime and provide high-level written advice, reports and correspondence.

Reporting Relationships

- Manager Primary Industries, Resources, Country Compliance & Engineering Team

Key Relationships/Interactions

- Team Managers and staff across the business unit
- Key senior personnel in public and private industries
- Employer and worker associations / stakeholders
- Government agencies, statutory organisations including Return to Work and educational institutions

Key Challenges

- Keeping abreast of latest developments in the field of process safety, learnings associated with major process safety related accidents, developments and legislative changes to meet current and future organisational needs
- Seeking new innovative initiatives
- Identifying learning opportunities

Special Conditions

- Some out of hours work and intra/interstate travel may be required necessitating overnight absences



- Specialist or high level skills, knowledge or experience may be required dependent on location of the position
- Must possess a current motor vehicle driver's licence
- Gazettal as an inspector under relevant legislation administered by this Department is a requirement
- May be assigned to other teams/locations within the Department to perform work of a similar nature appropriate to the classification either on a temporary or ongoing basis
- An individual may be subject to an ASIO security check

AGD Conditions

- Participation in annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code); and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement Options

- Flexitime arrangements are available in this role.
- Part time working arrangements are available in this role.
- Job Sharing arrangements are available in this role.
- Compressed weeks arrangements are available in this role.
- Work from home or telework arrangements are available in this role.
- Remote working arrangements are available in this role.

Responsibilities

This Job and Person Specification provide an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Principal Chemical Engineer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Major Hazard Facilities	<ul style="list-style-type: none"> • Plan, case manage and lead assessment of MHF notification, determination, safety case outline and safety case. • Develop and implement audit programmes to verify compliance at various stages of MHF regulatory process. • Assist MHF operators in the safety case management. 	<ul style="list-style-type: none"> • Consistency, Quality and Timeliness of service delivery
Problem solving involving complex technical, organisational and operational issues	<ul style="list-style-type: none"> • Provide specialist services in investigations of process safety related accidents and incidents. • Provide expert advice on chemical processing and process safety matters that are subject to prosecution/legal proceedings. 	<ul style="list-style-type: none"> • Root-cause analysis and review of effective control measures to prevent recurrence of similar incident • Sharing of learning with the inspectorate • Consistency, Quality and Timeliness of service delivery



Chemical engineering specialist support	<ul style="list-style-type: none"> • Technical regulatory advice on WHS compliance • Enforcement and prevention activities in the areas of process safety • Undertake workplace visits, inspections and audits • Liaising with internal and external stakeholders and customers • Identifying, developing and implementing training and development programs on process safety 	<ul style="list-style-type: none"> • Consistency, Quality and Timeliness of service delivery • Applying relevant technical and contextual knowledge on case merit
Compliance	<ul style="list-style-type: none"> • Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; Explosives Act 1936; Mines and Works Inspection Act 1920; Dangerous Substances Act 1979; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures; • Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> • Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; • Documents and correspondence filed according to States Records Act, 1997.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Professional Chemical Engineer, or equivalent • Proven knowledge of the principles of risk management as applied to chemical processing, process safety and integrity • Demonstrated ability to understand auditing process, liaising with, and, when necessary, auditing in a multi-disciplinary environment • Understanding of legislative requirements for major hazard facilities within the WHS legislation or any equivalent legislation • Experience in undertaking research and analysis of complex technical / engineering problems • Experience in dealing with complex and emerging issues
Technical Expertise (Desirable)	<ul style="list-style-type: none"> • Knowledge of programmable systems, instrumentation and controls • Demonstrated experience in the use and interpretation of Australian/ International Standards associated with the design, operations and control of chemical processing facilities • Experience in project management along with good organisational and planning skills.



Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Principal Chemical Engineer. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
Strategic Focus (Operational)	<ul style="list-style-type: none"> • Supports strategic direction and plans • Identifies and manages risk as appropriate and escalates as necessary • Contributes to the drive for change and innovation • Adapts quickly to changing and emerging priorities
Results Orientation (Tactical)	<ul style="list-style-type: none"> • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Confidently makes decisions showing good judgement • Effectively prioritises and re-negotiates tasks as needed
Service Delivery Excellence (Operational)	<ul style="list-style-type: none"> • Identifies and raises awareness of trends, potential problems and opportunities • Uses capability and expertise of the workgroup to achieve outcomes • Identifies and delivers high quality internal and external customer service • Utilises available internal and external resources for optimal outcomes
Relationship Management (Tactical)	<ul style="list-style-type: none"> • Represents the agency and public sector effectively in public and government forums • Effectively identifies, manages and resolves conflict • Maintains awareness of the political context and acts accordingly • Develops effective working relationships with internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Shares information and knowledge • Tailors approach and communication style to suit the situation and audience • Actively listens and communicates in a clear and concise manner
Professional approach and drive (Operational)	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Supports diversity and uses this to enhance outcomes • Maintains professionalism and confidentiality when dealing with sensitive issues • Constructively expresses own views and respects the views of others • Looks for opportunities to engage in development activities

Acknowledged by occupant

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(Print name)

(Signature)

Acknowledged by line manager

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(Print name)

(Signature & title)

