Role Description
Pharmacology & Toxicology – Scientific Officer

Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Traffic and Highway Patrol Command, Impaired Driving Research Unit
Location	Huntingwood
Classification/Grade/Band	Scientific Officer Grade 3
ANZSCO Code	234599
PCAT Code	1119192
NSWPF Role Number	RD 982
Date of Approval	03/10/2023
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 18,000 police officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

We are a proud employer of a diverse range of people that reflects the community of NSW, all who are committed to building a workplace that creates a sense of belonging and inclusion for all. The work is challenging and rewarding, and our employees meet and work alongside inspirational people sharing unique experiences and perspectives, all whilst making a difference to people's lives. From frontline policing to corporate careers, roles requiring specialist expertise and leadership roles, there are over 60 different career pathways to choose from and there are jobs for all capabilities, skills, goals, and interests.

The NSWPF serves our people and the community by modelling behaviours of respect, pride and trust in all that we do. The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The role provides pharmacological and/or toxicological expert opinion, interpretation, evidence, and advice to assist in traffic enforcement matters, and conducts research into road safety and impaired (drug and alcohol affected) driving.

Key accountabilities

- Contribute to research on the impact of drugs in NSW road users with a focus on responsiveness of NSW Police to emerging trends in drug usage in context of traffic safety, scientifically current and reflect best practice
- Provide expert pharmacological and/or toxicological evidence and advice in criminal proceedings and other judicial enquiries statewide as required
- Contribute to the development and maintenance of a robust, high quality forensic pharmacology and toxicology service to NSW Police Force for road safety matters
- Develop and deliver training to NSW Police Force personnel including Traffic and Highway, General Duties and Prosecutors training regarding impaired driving and road safety
- Liaise with local, interstate and international peers to ensure NSW Police Impaired Driving Research Unit services remain responsive to emerging trends and reflect best practice
- Assist with the development and maintenance of quality management systems review of NSWPF systems and information provided by Department of Health (FASS)
- Participate in project work as required.

Key challenges

- Maintaining currency and awareness in the scientific, procedural, and legal requirements of forensic pharmacology/toxicology within law enforcement, legal and policy contexts
- Ability to work cooperatively and proactively with internal and external stakeholders to build effective and productive relationships and provide high quality customer service
- Ability to effectively communicate pharmacological/toxicological information to both lay and expert audiences.

Key relationships

Who	Why
Internal*	
Manager/Supervisor	- Escalate issues, propose solutions, and provide advice. - Receive advice, guidance, and instructions. - Participate in the peer review process for casework and policy development.
Work Team	- Manage own performance. - Support the team and work collaboratively to contribute to delivery of business outcomes. - Participate in meetings, share information, and provide input on issues. - Collaborate with the broader team to ensure consistency, quality assurance and expectations are met.

Who	Why
Clients	• Deliver informed and consistent expert opinion evidence and advice. • Monitor, address and/or escalate requests and provide services. • Engagement to establish or clarify requirements to ensure advice is evidence is contextually relevant, timely and clearly understood. • Respond to enquiries.
External	
Partner agencies and academia	• Collaborate on initiatives to enhance road safety focussed pharmacology/toxicology services and identify opportunities for improvement. • Develop an expert network of peers to draw upon and contribute to a common body of expertise and experience.

Role dimensions

Decision making

The role has autonomy in organising their own activities and priorities on a day-to-day basis within the overall framework of the unit's core business requirements and, where necessary, in consultation with their supervisor or the unit's manager. The role holder is expected to provide pharmacology/toxicology advice where qualified and escalate issues of complexity or a high profile for consideration by their supervisor.

Reporting line

• Pharmacology Supervisor – Scientific Officer 5/6

Direct reports

• Nil

Budget/Expenditure

• Nil

Key knowledge and experience

• Knowledge of traffic safety research and ability to provide ongoing research into drug induced impairment and impact on crash statistics
• Personal research publications related to human behavioural skills performance; toxicology in humans; or traffic research.

Essential requirements

• Obtain and maintain the requisite security clearances for this position
• Tertiary qualifications and experience in clinical pharmacology/toxicology, allied with significant research experience.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework. They are important to identifying performance required for the role and development opportunities.

The complimentary capabilities for this role are shown on the following pages with an explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Occupation specific capabilities (Focus & Complementary)

Occupation specific capabilities exist for Human Resources, Finance, Procurement, Legal and IT (SFIA) role types. They show a progressive increase in complexity and do not necessarily correspond to grades.

These can be found on the **HR Intranet > Careers and deployment > Workforce planning > Role Description Library > Related documents> Capability Framework**

Capabilities Summary

The focus capabilities in all tables below (including Occupation Specific/SFIA) are in **bold.**

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Adept**
	Manage Self	Intermediate
	Value Diversity and Inclusion	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Work Collaboratively Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes Monitor compliance with the organisation's records, information and knowledge management requirements	Adept

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

Version Control

Version	Summary of Changes	Date
V1.0	New Role Description created for new role (Benchmark from RD 577 Scientific Pharmacology Grade 3)	06.09.2023

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
51297394	THPC						