

**POSITION DESCRIPTION**

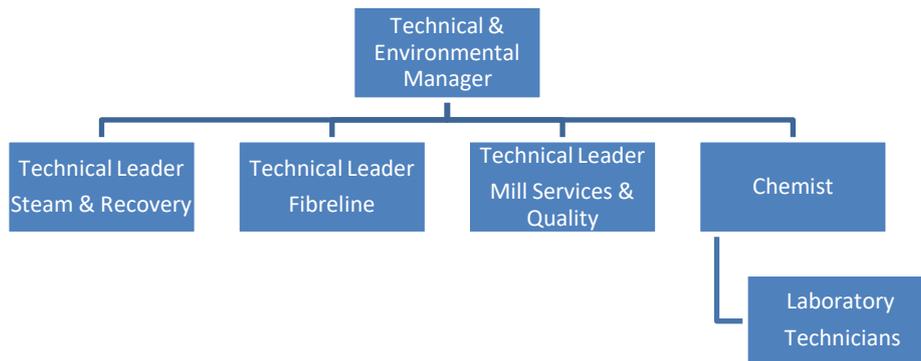
**Position Information**

<b>Position Title</b>	Chemist	<b>Business Unit</b>	Technical, Environmental & Quality
<b>Department</b>	Analytical Lab	<b>Reports to</b>	Technical & Environmental Manager
<b>Purpose of Position</b>	<ul style="list-style-type: none"> <li>To lead the Analytical Laboratory Services Function.</li> <li>Manages work and work performance, holding team members accountable to effectively and efficiently complete work responsibilities.</li> </ul>		
<b>Number of Direct Reports</b>	2	<b>Number of Indirect Reports</b>	N/A
<b>Operating Budget</b>	Responsible for Lab Expenses Budget	<b># of People in BU</b>	18

**Values**



**Structure**



**Key Accountabilities**

<i>Jobholder is accountable for</i>	<i>Job holder is successful when</i>
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>Apply advanced chemical analysis procedures to help optimise processes and solve operational problems.</li> <li>Support new initiatives and innovation with laboratory services and skills.</li> <li>Remain current with Pulp and Paper technology and laboratory analysis techniques.</li> <li>Maintenance and calibration of laboratory equipment.</li> <li>Liaise with operations staff, ensuring quality control testing methods are adhered to.</li> <li>Identify and implement improvements to costs, laboratory methods and systems.</li> <li>Selection of instrumentation and equipment.</li> <li>Purchasing of consumables for laboratories.</li> <li>Support routine testing roles in laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>Job Safety Assessments (JSA) are completed for any proposed project work or for routine work as required.</li> <li>Actively participates in Safety program including hazard ID, area inspections, attends safety meetings, training and executes relative parts of safety action plans.</li> <li>Provides technical support to all areas of the Mill.</li> <li>Reviews technical service requirements and modifies if necessary.</li> <li>Identifies problems, opportunities and innovations based on knowledge of the process and information gathered through laboratory work.</li> <li>Provides technical support for testing equipment in operations areas.</li> </ul>

<ul style="list-style-type: none"> <li>• Arrange and coordinate external chemical testing as required.</li> <li>• Maintaining a clean and safe workplace</li> </ul>	<ul style="list-style-type: none"> <li>○ Assures quality of information using Laboratory Quality Management System.</li> <li>○ Ensures an appropriate level of quality assurance is in place within the laboratory.</li> <li>○ Participates in and/or leads ISO or similar internal audits.</li> </ul>
<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Lead and form a team that is skilled in all tests and tasks in the lab</li> <li>• Develop self and team members to be able to assist other departments with problem solving and improvements</li> </ul>	<ul style="list-style-type: none"> <li>○ Team is able to back each other up for absences</li> <li>○ Succession and Development Plans in place for all team members.</li> <li>○ Able to support Environmental and Pulp Labs with technical and practical assistance</li> </ul>
<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Assisting in the achievement of Mill financial targets</li> </ul>	<ul style="list-style-type: none"> <li>○ Generates efficiencies in the purchase of laboratory consumables.</li> <li>○ Outsourcing technical work only as required.</li> <li>○ Recovers costs as appropriate from outwork charges.</li> <li>○ Works with suppliers to maximise raw materials efficiencies.</li> <li>○ Coordinates and reports on testing conducted by suppliers on delivered chemicals.</li> <li>○ Conduct audits of raw materials supplied to site to ensure compliance with OjiFS specifications.</li> <li>○ Operates in line with OjiFS financial policies</li> </ul>
<p><b>Safety Accountability</b></p> <ul style="list-style-type: none"> <li>• All employees are responsible and accountable for looking after their own safety and the safety of those who may be affected by their actions and behaviour.</li> <li>• Set a good example to others and encourage fellow employees to work safely and to follow rules and other requirements.</li> </ul>	<ul style="list-style-type: none"> <li>○ Job holder upholds and adheres to the Oji Fibre Solutions Health &amp; Safety Policy.</li> <li>○ Job holder upholds and adheres to the Health &amp; Safety at Work Act 2015.</li> </ul>
<p><b>Safety Management</b></p> <p>Oji Fibre Solutions has implemented a comprehensive safety management system (SMS) to assist in the identification of hazards and provide assurance to key stakeholders that the controls remain effective. The SMS is based on four foundation principles:</p> <ul style="list-style-type: none"> <li>• commitment and culture</li> <li>• understand risk</li> <li>• manage risk</li> <li>• learn from experience</li> </ul> <p>There are 14 SMS elements detailing how these foundation principles are to be achieved, as shown in Figure 1. The implementation of these 14 elements, facilitates the growth of a safety culture that produces continuous improvement and operational discipline demonstrating that risk is minimised so far as reasonably practicable.</p> <p>All employees have a responsibility to manage risk. An employee’s responsibility will vary with their role and is documented in the Safety Responsible, Accountable, Support, Consult and Inform (RASCI) Matrix which is a controlled document.</p>	

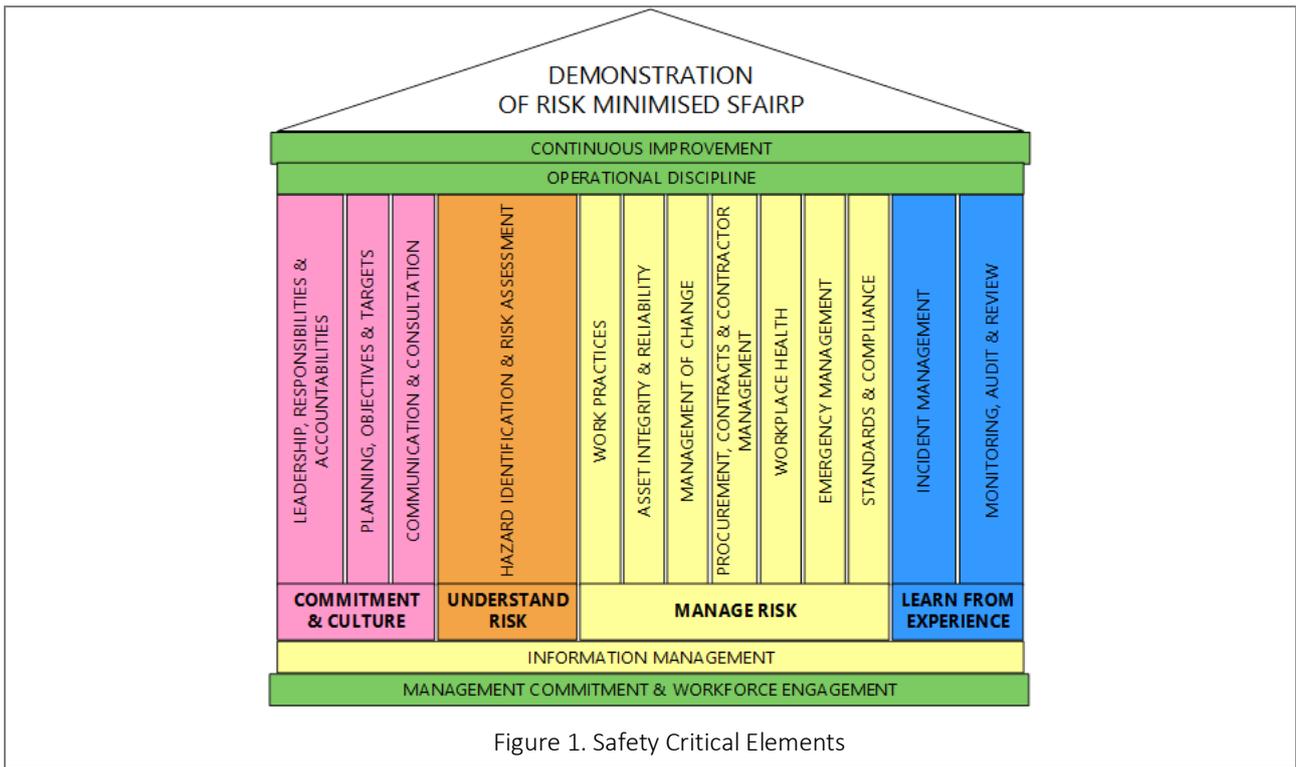


Figure 1. Safety Critical Elements

Any other fair and reasonable task that the Employee is qualified, trained or experienced to undertake. This includes: complying with company policies; following Standard Operating Procedures and processes or other written instructions/files (where they exist); and undertaking training as identified by the company from time to time to support the company’s values and in line with its business practices.

### Technical Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>o Tertiary science qualification, Chemistry major</li> <li>o Formal training on use of advance analytical equipment and/or solid experience with same</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>o Laboratory practice in a team environment</li> <li>o 2-3 years minimum leading a small team of science/technical professions</li> </ul>

### Competencies – First-Level Leader

Core Competencies - Descriptors	Core Competencies - Behaviours
<p><b>Analysis</b></p> <p>Analyses problems, situations, and circumstances and their impacts on the business. Integrates information, guidelines, requirements from different sources to evaluate alternatives and make effective decisions. Draws accurate, useful conclusions from financial, business, and quantitative information.</p>	<p><b>Analyse Issues and Solve Problems</b></p> <ul style="list-style-type: none"> <li>o Analyses, incorporates and applies new information and concepts.</li> <li>o Makes sound decisions on everyday issues and problems.</li> <li>o Makes timely decisions on problems/issues requiring immediate attention.</li> <li>o Recognizes symptoms that indicate problems</li> </ul>
<p><b>Focus on Customers</b></p> <p>Builds and delivers customer -centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond</p>	<p><b>Seek Customer Satisfaction</b></p> <ul style="list-style-type: none"> <li>o Addresses customer needs by involving the right people (resources) at the right time.</li> </ul>

<p>existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.</p>	<ul style="list-style-type: none"> <li>○ Follows up with customers to ensure problems are solved.</li> <li>○ Seeks feedback from customers to identify improvement opportunities.</li> <li>○ Tracks performance against customer requirements, using existing tools.</li> </ul>
<p><b>Results Orientation</b> Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</p>	<p><b>Show Initiative</b></p> <ul style="list-style-type: none"> <li>○ Does not easily give up in the face of unexpected obstacles.</li> <li>○ Identifies what needs to be done and does it.</li> <li>○ Maintains a consistent, high level of productivity.</li> <li>○ Takes personal responsibility to make decisions and take action.</li> </ul>
<p><b>Engage and Inspire</b> Fosters personal achievement and excellence. Articulates and inspires commitment to a vision and plan of action aligned with organisational mission and goals. Instils and sustains organisation-wide energy and optimism and helps others envision a greater sense of what is possible.</p>	<p><b>Encourage Commitment</b></p> <ul style="list-style-type: none"> <li>○ Acknowledges others' efforts and accomplishments.</li> <li>○ Conveys confidence in others' ability to do their best.</li> <li>○ Demonstrates a "can-do" spirit, a sense of optimism, ownership, and commitment.</li> <li>○ Projects a positive image and serves as a role model for others.</li> </ul>
<p><b>Effective Communication</b> Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high quality information between self and others and across the organization; encourages the open expression of ideas and opinions.</p>	<p><b>Communicate Effectively</b></p> <ul style="list-style-type: none"> <li>○ Expresses oneself effectively in one-on-one conversations and small groups.</li> <li>○ Listens carefully and attentively to others' opinions and ideas.</li> <li>○ Provides clear and detailed information to others.</li> <li>○ Shares information and viewpoints openly and directly with others.</li> </ul>
<p><b>Establishing Trust</b> Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accord with expressed beliefs and commitments; maintains high standards of integrity.</p>	<p><b>Demonstrate Credibility</b></p> <ul style="list-style-type: none"> <li>○ Acts consistently with stated policies and practices.</li> <li>○ Does not cover up or blame others for problems or mistakes.</li> <li>○ Follows through on commitments.</li> <li>○ Protects confidential information.</li> </ul> <p>Treats others fairly and consistently.</p>

**Authority**

**Decisions:**

- Develop trial plans, improvement projects
- Interpret results against specification or control limits
- Selection and purchase of equipment within Laboratory budget allocations

**Recommendations:**

- Further testing

- Method improvements

### Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Technical Manager	<ul style="list-style-type: none"> <li>• Overall direction, lab and personnel development, improvement projects</li> </ul>
Area Managers – Steam & Recovery, Pulp	<ul style="list-style-type: none"> <li>• Liaison with laboratory to ensure routine service provision met, identify areas of concern.</li> </ul>
Environmental Team Members	<ul style="list-style-type: none"> <li>• Plan and assist with additional measurements and any follow-up work in this area.</li> </ul>
Production Management, Technical Leads and Specialist Process Engineers	<ul style="list-style-type: none"> <li>• Assist with troubleshooting process and quality problems.</li> <li>• Carry out non-routine work requests, review of data.</li> <li>• Planning investigative projects with associated technical information exchange.</li> </ul>
Other Mill Staff	<ul style="list-style-type: none"> <li>• Provide technical advice.</li> </ul>
OjiFS Preferred Suppliers	<ul style="list-style-type: none"> <li>• Carry out management agreed lab work on their behalf, review results and improve methods.</li> <li>• Provide advisory assistance.</li> </ul>
Chemical Sales Customers	<ul style="list-style-type: none"> <li>• Assistance, provision of CoA and QC data, information and interpretation.</li> </ul>

### Confidentiality

Staff are expected to maintain confidentiality at all times; except in the proper performance of their duties, the employee shall not divulge information concerning the business, affairs, property or other activities of the business

### Change to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Position Description should be reviewed as part of the annual performance and development review.

### Reviewed

(Employee)	Date	
(Line Manager)	Date	