



POSITION DESCRIPTION

Position Title:	Leader, Human Health Monitoring
Cluster / Business Unit / Division	Office of the CEO / High Reliability
Section or Unit:	Work Health Safety / Human Health Monitoring
Classification:	Band 7
Position Description Number:	PD-1991
Work Contract Type:	Professional
STEMM or NON-STEMM:	STEMM

POSITION PURPOSE

The Human Health Monitoring Leader provides leadership, coordination and management of occupational hygiene and personal dosimetry services to ANSTO staff members, contractors and visitors. This position is the ANSTO technical authority for all aspects of human health monitoring (occupational hygiene and personal radiation dosimetry). The role ensures the accurate formal measurement and record keeping of personal exposure at ANSTO (asbestos, chemicals, dusts, metals, ionising and non-ionising radiation, noise, etc). It is also responsible for identifying, assessing and developing future measurement techniques as they become available for use at ANSTO for existing and emerging hazards.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team provides a wide range of safety and environmental services for the organisation, as well as a range of external services to government and commercial clients. The key internal areas of expertise are radiation protection and dosimetry, conventional health and safety, emergency preparedness and related assurance functions and regulatory relationships. In addition, the team provides specialised services related to radiation protection and emergency response and preparedness on a commercial basis or in the National interest.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Leadership and management of a team of Occupational Hygienists, Health Physicists and Dosimetry Technicians, including effective management of staff, budget and resources; and the development and implementation of strategies to improve work practices, systems and processes to ensure the delivery of high quality services and outcomes.
- Provide authoritative and expert advice to the Manager RPS, Manager WHS and GM High Reliability on the formulation of strategies and policies related to the section's technical responsibilities, and facilitate their implementation to support the achievement of international best practice.
- Develop, implement and monitor the site wide exposure risk review and assessment program to ensure compliance with the WHS Act and Regulations.
- Foster an environment of staff development within the team. Identify learning and development needs and opportunities including training and mentoring of staff in occupational hygiene and radiation dosimetry theory and practical application.

- Management, operation and maintenance of plant and equipment and services associated with the Occupational Hygiene and Personal Dosimetry Services including; the in-vivo and in-vitro capabilities (Whole Body Monitor, Thyroid organ monitoring and Radiation Bioassay), passive external dosimetry, personal and area air sampling, occupational hygiene and health applications (Cority) and respiratory protection equipment (RPE).
- Management of exposure record keeping and reporting systems within the Occupational Hygiene and Personal Dosimetry Services and forwarding ionising radiation dose records to the Australian National Radiation Dose Register (ANRDR).
- Ownership and application of relevant ANSTO Occupational Hygiene and Radiation Protection standards, policies and guides as part of ANSTO's WHS MS. Ensure that these standards, policies and guides are appropriate, compliant with regulatory requirements and take account of international best practice.
- Provide expert advice as part of the Safety and Reliability Assurance (SRA) process, and to the Reactor Assurance Committee (RAC); coordinate safety and radiation protection assessments and audits; and perform and assist in radiation and safety assessments, nuclear safety, and risk assessments and their review.
- Liaise and collaborate with operational Occupational Hygiene and Health Physics staff to develop, implement and maintain exposure monitoring regimes for workers at ANSTO. Collaborate, build and maintain productive working relationships within ANSTO, with external suppliers and partners.
- Build and maintain relationships with other occupational hygiene and personal dosimetry services (nationally and internationally) for the purposes of sharing of knowledge and benchmarking. Engage in regular inter-comparison activities with other dosimetry services.
- Represent ANSTO as a subject matter expert at national and international forums and ensure ANSTO arrangements are compatible with world's best practice.
- Initiate, manage, and coordinate the development and implementation of projects, within the Occupational Hygiene and Personal Dosimetry Services and/or Radiation Protection Services and/or Work Health and Safety.
- Establish and implement local arrangements for safety and security of radiation sources used by the Dosimetry team in accordance with ARPANSA licence regulations as Source Responsible Officer within the Personal Dosimetry Service.
- Contribute to the development and implementation of the ANSTO safety management system and promotion of a strong safety culture and safe working environment with a focus on continuous improvement in Safety performance and WHS awareness.
- Work closely with the Leader, Radiological Safety Lifecycle and Leader WHS Operations to provide a Through Life Capability Management approach to all legacy contamination, radiation and nuclear new build and decommissioning activities.
- Support ANSTO Emergency Arrangements as the lead for the RANET functional capability Dose Assessment and, working closely with the Radiological Emergency Manager, provide authoritative Safety and Radiation Protection advice to the Incident Controller and Emergency Operations Manager.
- Behaviour must reflect the ANSTO Values and their leadership should engender an inclusive environment for all staff.
- Fulfilling WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of legislation, international guidance, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives.

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Work Health and Safety Strategy, the Radiation Protection strategy, RPS strategic operational objectives, and WHS and RPS Business Management Systems provide the context for the position;
- The position is fully accountable for the accuracy, integrity and quality of the content of measurement and advice provided to staff and managers and is required to ensure that decisions are based on sound evidence and accurate interpretation of measurements. At times may be required to make effective judgements under pressure or in the absence of complete information or expert advice
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Work Health and Safety Manager or Radiation Protection Services Manager on complex, sensitive or major issues that may have a significant impact on ANSTO, the customer group or High Reliability;
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Maintain a current knowledge of relevant state, commonwealth and international standards and regulations and implement changes as required.
- Maintain knowledge of international best practice in occupational hygiene, personal dosimetry and also of developments in relevant technology, including establishing and fostering professional networks in order to access and share information.
- Ensure the QA Business Management System for the Occupational Hygiene and Personal Dosimetry Service is maintained as part of High Reliability QA system.
- Production and review of procedures to be incorporated into the divisional QA system. Ensuring that procedures reflect best and/or actual practice and are compliant with the relevant regulatory requirements and standards.
- Identify resource requirements through an understanding and awareness of future operational requirements, future site developments, forthcoming regulatory requirements and current / future staff competencies.
- Ensure the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines;
- Optimise customer service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager, Work Health and Safety	<ul style="list-style-type: none"> • Receive guidance and direction; • Provide expert, authoritative and evidence based advice; • Staff engagement and quality recruitment; • Negotiate and report on budgets and resources consistent with strategic plans and goals; • Recommend and gain endorsement for plans and goals and other initiatives.
Manager, Radiation Protection Services	<ul style="list-style-type: none"> • Receive guidance and direction; • Provide expert, authoritative and evidence based advice; • Staff engagement and quality recruitment; • Negotiate and report on budgets and resources consistent with strategic plans and goals; • Recommend and gain endorsement for plans and goals and other initiatives.
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support;

	<ul style="list-style-type: none"> • Set performance requirements and manage performance and development; • Engage to monitor trends, performance and progress against the agreed team objectives plan and evaluate further support which may be required to ensure delivery against the plan.
High Reliability Team members	<ul style="list-style-type: none"> • Receive expert advice and analysis on all radiation protection, occupational hygiene and work health safety matters and staff issues; • Encourage and contribute to group decision making processes, planning and goals; • Collaborate and share accountability and resources; • Negotiate and resolve conflicts.
ANSTO Radiation Services	<ul style="list-style-type: none"> • Work closely to support commercial agreements with external stakeholders; • Provide expert advice and analysis on all occupational hygiene and personal dosimetry matters.
NSTLI/ Nuclear Stewardship	<ul style="list-style-type: none"> • Liaise with ANSTO laboratories to leverage current and emerging technology and best practice in detection, identification and measurement for operational use.
ANSTO undertakings	<ul style="list-style-type: none"> • Provide specialist guidance and advice on all occupational hygiene and radiation dosimetry monitoring methods, results and techniques, as required, in collaboration with Occupational Hygienists and Operational Health Physicists.
External	
Other personal monitoring services	<ul style="list-style-type: none"> • Comparison of best practice in occupational hygiene and personal radiation dosimetry.
Senior Commonwealth and State/Territory personnel	<ul style="list-style-type: none"> • Coordinate and cooperate on occupational hygiene and personal dosimetry requirements in line with state, national and international plans and guidance.
COMCARE	<ul style="list-style-type: none"> • Reporting and expert advice.
ARPANSA	<ul style="list-style-type: none"> • Reporting and expert advice.
International bodies (IAEA, ICRP etc)	<ul style="list-style-type: none"> • Coordinate and cooperate in occupational hygiene and radiation protection requirements in line with national and international plans and guidance. • Sharing of best practice in occupational hygiene and personal radiation dosimetry and collaboration with the training and development of other occupational hygienists and radiation dosimetry specialists from others organisations.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Work Health and Safety with oversight for the radiological aspects from the Manager, Radiation Protection Services.
Collaborative Interaction	Manager, Radiation Protection Services Manager, ANSTO Radiation Services Leader, Radiological Safety Lifecycle Leader, WHS Operations Leader, Radiation Protection Operations Manager, Emergency Operations Manager, Radiological Emergency Occupational Health Centre
Direct Reports	1 x Health Physicist or Senior Health Physicist (Dosimetry) 1 x Occupational Hygienist 1 x Occupational Hygiene Technician / Assistant 2 x Dosimetry Technicians / Assistants
Indirect Reports	The position provides leadership and guides clients that perform potentially hazardous roles. Additional resources maybe called upon, from time to time, to meet the demands of the program.

Special / Physical Requirements

Location:	Primary: Lucas Heights. Secondary: Camperdown/Clayton. Working in different areas of any ANSTO campus as needed.
Travel:	May be required travel to ANSTO sites from time to time. Some travel nationally and internationally for conferences and potential collaborations with other occupational hygiene and personal dosimetry services.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Ability to complete the medical and training requirements for physically demanding tasks eg Confined space, working at heights. etc Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance (potentially up to Negative Vetting 1).

Workplace Health & Safety

	All Workers Managers / Leaders / Supervisors
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Specific role/s as specified in AG-2362 of the ANSTO WHS Management System

Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART



Ref published org chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree, or equivalent in Physics, Radiation Protection, Occupational Hygiene, WHS or other related discipline.
2. Extensive demonstrated experience of human health monitoring methods, systems, practices and equipment including the ability to manage related projects from conception through to implementation.
3. Extensive experience with the use and calibration of monitoring equipment (dusts, metals, ionising radiation, etc).
4. Detailed knowledge of the principles of occupational hygiene, radiation detection, measurement and instrumentation, with highly developed analytical/problem solving skills.
5. Certified Occupational Hygienist (COH) with the Australian Institute of Occupational Hygienists (AIOH) or the ability to gain COH certification in a timely manner.
6. Extensive current knowledge of national and international standards and best practice in occupational hygiene and personal radiation dosimetry.
7. Strong customer focus with emphasis on the management of client relationships. High level communication and influencing skills with ability to collaborate with all management levels and to adapt communication styles to suit the audience (ANSTO management, regulators, public etc).
8. Experience in developing, leading, managing and mentoring staff.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Ralph Blake	Name:	Karen Wolfe
Title:	Manager, Work Health & Safety	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:	17 December 2020	Date:	17 December 2020