

POSITION DESCRIPTION

| | |
|---|---|
| Position Title: | Radioactive Waste Management Specialist |
| Cluster / Business Unit / Division | Commercial Products and Services |
| Section or Unit: | Nuclear Waste Solutions |
| Classification: | Band 5/6 (linked) |
| Position Description Number: | PD- 1974 |
| Work Contract Type: | Professional |

POSITION PURPOSE

The Radioactive Waste Management Specialist is accountable for delivery of radioactive waste management projects and services to external clients, in order to generate margin positive revenue and to develop ANSTO brand.

The position develops / implements projects, provides advice and services in radioactive waste management to external clients according the established contracts and arrangements between ANSTO and external clients. This position is required to provide such services in a safe, secure and sustainable manner, ensuring effective, efficient and cost effective solutions are provided to meet client requirements. This position also assists in the development of new business opportunities for ANSTO Nuclear Waste Solutions.

The Band (lower) position is required to undertake above duties under the guidance of the supervisor. The Band (higher) position is required to undertake these duties with minimal input from the supervisor.

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.

Commercial Products and Services includes a number of businesses that have a commercial focus including, ANSTO Minerals, ANSTO Radiation Services, Nuclear Waste solutions, Business Development, Silicon, Integrated Business planning and Marketing and Sales.

The Nuclear Waste Solutions Section is responsible for providing radioactive waste management services to external clients, leveraging ANSTO's brand, capacity and capabilities to generate margin positive revenue and to develop ANSTO brand.

The range of services include advice on policy and strategies on waste management, technical peer reviews, collection, transportation and processing of radioactive waste, decontamination & decommissioning, as well as processing, treatment and conditioning of radioactive wastes for final disposal.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for the Band (lower) position include:

- Implement objectives, plans, targets and activities to support ANSTO Nuclear Waste Solutions business plan
- Create and foster collaborations and productive working relationships with external clients to support existing business

- Managing client expectations and ensuring the projects, services and advice delivered are consistent with client expectations, in order to maximise revenue, build ANSTO brand and develop future business opportunities
- Support the development and implementation of small radioactive waste management projects according to the contracts with external clients, to ensure operational safety, security, sustainability and compliance with applicable standards, legislative and regulatory requirements
- Conduct investigations and prepare technical advice for external clients, for review by the supervisor, on design and operational issues of plant and equipment to assist in the resolution of defects and problems affecting performance, availability and/or safety of facilities
- With guidance and support manage projects for external clients, including endorsing plans, identifying and allocating resources, developing the User Requirement Specifications, developing funding requests, safety cases, approval documentation, and operational readiness plans, to ensure work is delivered on time and to budget.
- Develop the project plans, review of documents, tenders, risk registers, issues registers, training materials and liaising with the client and stakeholders to approve change requests
- Coordinate multidisciplinary teams of engineers and technicians to achieve project outcomes for external clients with little or no supervision and implement project management methodology to ensure projects are delivered on time, within budget and high-quality standards
- Provide external client based input and manage client documentation reviews and feedback during the detailed engineering and construction phases, including input to the design of unit processes, safety systems and operator working environments
- Consult and collaborate with a diverse range of engineers, technicians, operators, scientists and specialists within ANSTO and internationally to develop comprehensive and practical engineering solutions for WMS operating and maintenance issues
- Proactively seek both formal and on-the-job training, development and mentoring opportunities.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band (lower) key accountabilities, the key accountabilities for the Band (higher) position include:

- Independently develop and implement radioactive waste management projects according to the contracts with external clients, to ensure operational safety, security, sustainability and compliance with applicable standards, legislative and regulatory requirements
- Conduct investigations and provide technical advice to external clients on design and operational issues of plant and equipment to assist in the resolution of defects and problems affecting performance, availability and/or safety of facilities
- Lead and manage multidisciplinary teams of engineers and technicians to achieve strategic project outcomes for external clients with little or no supervision and establish and implement project management methodology to ensure projects are delivered on time, within budget and high-quality standards
- Create and foster effective stakeholder relationships and negotiate effective outcomes with both internal and external stakeholders including regulators, government officials and international organisations through effective communication at various levels of scientific or technical understanding to ensure audience needs are met.

Decision Making

Decision making for Band (lower) position:

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Commercial Products and Services strategy and Nuclear Waste Solutions objectives provide the context for the position. Within this framework the position works under the guidance of Manager, Nuclear Waste Solutions in determining how to achieve objectives of the unit, including deciding on asset priorities, methods and approaches, operations and allocation of resources.

- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Manager, Nuclear Waste Solutions, and is required to ensure that decisions are based on sound evidence. .
- Determines key work priorities within the context of agreed work plans and will consult with the Manager, Nuclear Waste Solutions on complex, sensitive and major issues that have a significant impact on the Waste Management Services.
- The position works within delegated authority to:
 - Purchase equipment and materials
 - Manage project budgets, including moderate project budgets, as a project manager
 - As project client, agree on plans, changes, improvements suggested by the project manager, including commissioning plans, designs, process changes and maintenance strategies
 - Event investigation and action plan outcomes
- 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).

In addition to the above, the Band (higher) position will have the following decision making responsibilities:

- Within the framework of ANSTO values, organisational corporate plan, business plan, operational excellence program, the Commercial Products and Services strategy and Nuclear Waste Solutions objectives, the position has some independence in determining how to achieve objectives of the unit, including deciding on asset priorities, methods and approaches, operations and allocation of resources.
- The position at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Makes sound, well founded technical and tactical decisions as the Responsible Engineer for waste management plant and equipment developed and implemented by this role. This includes assuming the required level of responsibility for the engineering design, maintenance and capital requirements; applying decision making practices and techniques to formulate maintenance strategies and capital investment plans; and assessing resourcing for maintenance tasks.
- Manage significant project budgets, as a project manager.

Key Challenges

- Key challenges for Band (lower) position: Researching, developing and implementing new waste management processes
- Managing conflicting priorities and deadlines
- Keeping abreast of recent developments in the field, ensuring continual improvement and implementation of international best practise
- Ensuring activities are undertaken in line with the required end state of the radioactive waste to meet the National Radioactive Waste Management Facility's Waste Acceptance Criteria.

In addition to the above, the Band (higher) position will undertake the following key challenges:

- Successfully implementing strategic objectives and completing projects whilst managing conflicting priorities and deadlines
- Developing innovative and creative solutions to complex radioactive waste management problems where there is little or no precedents
- Managing the implications of any changes in the national waste management strategy and its impact on clients / client projects

KEY RELATIONSHIPS

For the Band (lower) Position:

| Who | Purpose |
|---|--|
| Internal | |
| Manager / Executive | <ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Negotiate and report on budgets and resources consistent with strategic / business plans and goals • Recommend and gain endorsement for User requirements specifications for complex projects • Recommend and gain endorsement of the Project management plans for locally managed projects |
| Engineering and Capital Projects | <ul style="list-style-type: none"> • Coordinate resources and support for external projects and resolve conflicts • Contribute to group decision making processes, planning, resource sharing and goals • Follow performance requirements and manage performance and project delivery • Provide guidance and support to as a technical advisor |
| Waste Management Services | <ul style="list-style-type: none"> • Coordinate resources and support for external projects and resolve conflicts • Contribute to group decision making processes, planning, resource sharing and goals • Set performance requirements and manage performance and project delivery • Provide guidance and support to as a technical advisor |
| External | |
| Regulatory bodies (APRANSA, ASNO, Public Works Committee, EPBC, Sydney Water) | <ul style="list-style-type: none"> • Provide evidence based advice to enable regulatory approval of the projects required to meet client objectives |
| Federal Government/ANSTO Manager Repository Development | <ul style="list-style-type: none"> • Provide information on radioactive waste and support the process for a National Radioactive Waste Management Facility |
| Visitors / VIPs | <ul style="list-style-type: none"> • Provide information to the public in support of safe and effective radioactive waste management |

Additional responsibilities for the Band (higher) position include:

| | |
|---|---|
| Engineering and Capital Projects | <ul style="list-style-type: none"> • Negotiate resources and support for external projects and resolve conflicts • Set performance requirements and manage performance and project delivery |
| Waste Management Services | <ul style="list-style-type: none"> • Negotiate resources and support for external projects and resolve conflicts |
| External | |
| Regulatory bodies (APRANSA, ASNO, Public Works Committee, EPBC, Sydney Water) | <ul style="list-style-type: none"> • Provide expert, authoritative and evidence based advice to enable regulatory approval of the projects required to meet client objectives |

POSITION DIMENSIONS

| Staff Data | |
|-------------------|---|
| Reporting Line | Reports to the Manager, Nuclear Waste Solutions |
| Direct Reports | Nil |
| Indirect Reports | Nil |

| Financial Data (2015/2016) | |
|-----------------------------------|---|
| Revenue / Grants | N/A |
| Operating Budget | N/A |
| Staffing Budget | N/A |
| Capital Budget | Through external contracts (annually up to \$2,500,000) |
| Assets | N/A |

| Special / Physical Requirements | |
|--|--|
| Location: | Lucas Heights Working in different areas of designated site/campus as needed |
| Travel: | May be required to travel to other ANSTO sites, nationally, and internationally |
| Physical: | Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment |
| 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 |
| Clearance requirements: | Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance |

| Workplace Health & Safety | |
|--|--|
| Specific role/s as specified in AG-2362 of the ANSTO WHS Management System | All Workers Asset System Strategists Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties |

ORGANISATIONAL CHART

See Attached

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in a relevant discipline such as Mechanical, Environmental, Industrial, Electrical or Chemical Engineering or equivalent nuclear industry experience
2. Experience in radioactive material handling or hazardous waste industries
3. Broad experience in engineering design, process engineering, technology development, environmental management, decommissioning and decontamination
4. Business acumen and capacity to maximise returns on investment
5. Experience in engineering project management
6. Demonstrated experience in managing effective relationships with key stakeholders
7. Excellent interpersonal, written and verbal communication skills
8. Technical writing experience in preparing budget submissions, technical reports and papers, scientific publications and project management documentation
9. Demonstrated computing, analytical and problem-solving skills.

In addition to the knowledge, skills and experience requirements for the Band (lower) level, the Band (higher) position also requires:

10. Minimum 5 years experience in radioactive waste management in operational or project roles
11. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks to achieve asset management outcomes and organisational objectives
12. Demonstrated business acumen and capacity to attract new / additional funding for programs and/or maximise returns on investment
13. Project Management accreditation (diploma or certificate IV from a recognised institution).
14. Demonstrated ability to independently lead projects and utilise project management methodologies to deliver quality outcomes.
15. Demonstrated leadership skills.

NOTE

The transition from Band (lower) to Band (higher) will occur following a recommendation from the relevant supervisor, assessment by management and approval from Group Executive, Commercial Products and Services. Transition is not automatic and ability to perform Band (higher) accountabilities will need to be demonstrated and assessed.

VERIFICATION

| Line Manager | | Delegated Authority | |
|---------------------|----------------------------------|----------------------------|--|
| Name: | Kapila Fernando | Name: | Oleh Nakone |
| Title: | Manager, Nuclear Waste Solutions | Title: | Group Executive Commercial Products and Services |
| Signature: | | Signature: | |
| Date: | | Date: | |