



POSITION DESCRIPTION

Position Title:	Counsellor (Nuclear) Vienna
Institute / Division / Business Unit:	Nuclear Security, Government and International Affairs
Section or Unit:	Government and International Affairs
Classification:	Band 7
Position Description Number:	PD-1028
Work Contract Type:	Professional

Primary Objective

The primary objective of the Counsellor (Nuclear) Vienna is to represent ANSTO in the International Atomic Energy Agency (IAEA) and Europe and in international negotiations and forums and to further develop visibility of ANSTO's reputation in these fora.

Organisational Environment

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The IAEA is an international organisation working to make nuclear science and technology available to all countries for peaceful purposes, especially in the developing world. Australia has been a very active member of the agency from the beginning.

Position Environment

The Counsellor (Nuclear) has a dual reporting line to ANSTO's Senior Manager Government and International Affairs and to the Australian Permanent Representative to the IAEA.

The role operates at the Australian Embassy and Permanent Mission in Vienna, Austria as a member of the Australian Permanent Mission to the IAEA.

The position's key internal customers include ANSTO Executive, Leaders, Researchers, Commercial and Nuclear Security, Government and International Affairs staff. External stakeholders include Australian Permanent Mission to the IAEA staff, IAEA representatives and other international organisations, partners and agencies. The role builds relationships and links within the IAEA, but also undertakes liaison with the Paris-based OECD Nuclear Energy and Safety Agency (NEISA) and other international organisations.

Key Accountabilities

The key accountabilities for this position include:

- Provide expert support to the Permanent Representative and other staff at the Australian Permanent Mission to the IAEA, particularly in areas related to the peaceful uses of nuclear energy;

- Support ANSTO's research, innovation, business, operational and governmental objectives by strengthening ANSTO's relationships with a range of overseas governments, particularly through engagement with international agencies;
- Ensure ANSTO is well-informed on international nuclear science and technology developments, particularly activities of the IAEA and the OECD Nuclear Energy and Safety Agency, on a proactive basis;
- Enhance ANSTO's ability to engage in international opportunities through establishing two-way communication between ANSTO and existing or potential collaborators, stakeholders or decision makers, principally in but not limited to the IAEA;
- Represent ANSTO and Australia in international negotiations and forums;
- Work, as part of a team, with DFAT colleagues at post in order to promote Australia's national interest in nuclear matter and ANSTO's interests and reputation;
- Foster and establish professional networks at international and national levels in order to promote and leverage ANSTO's research efforts. Think strategically to maintain awareness of the international state of knowledge and to recognise research opportunities that will impact on the intellectual capital and reputation of ANSTO;
- Plan and organise work, carry out day-to-day administration and show initiative and self-management developing contacts, following up actions, managing information, following policy and sharing important information;
- Share any findings by providing reports to offers within ANSTO and other areas of government and collaborate with ANSTO representatives on current matters;
- Routinely provide information to ARPANSA, ASNO, the Department of Industry and areas of DFAT to keep these agencies updated on initiatives occurring in the areas served and represent them as agreed by ANSTO and the Australian Permanent Representative to the IAEA;
- Understand international relationships in the nuclear arena to assist in identifying and seizing strategic opportunities with the potential to add value to the organisation in terms of new avenues for enhancing Australia's strategic engagement, particularly in the Asia-Pacific region and promoting and broadening ANSTO's international reputation;
- Understand nuclear-related issues of interest to the government, and provide information on these issues to the Commonwealth Government and its agencies;
- Deliver work that fully complies with the quality and environmental frameworks, safety procedures and standards, regulatory requirements and management principles;
- Maintain confidentiality and security and manage sensitive information appropriately;
- Undertake other international duties as directed;
- Undertake additional duties as required and during periods of leave of other staff.

Challenges

The major challenges for this position include:

- Employing high levels of initiative in establishing, maintaining and managing relationships which will benefit the Organisation.
- Gaining and maintaining political awareness relevant to the organisation's operating environment and its current or potential overseas partnerships;

Australian government policy, particularly in relation to nuclear issues; and the international geopolitical environment;

- Support the priorities of the Australian Permanent Mission, consistent with ANSTO's responsibilities to provide advice to government, while simultaneously implementing ANSTO's strategic priorities;
- Taking personal responsibility for own learning & development, keeping abreast of developments and undertaking appropriate training and personal development programs to enhance knowledge and skills.

Special Requirements/ Physical Requirements

- Ability to relocate and live in Vienna, Austria for the duration of the appointment;
- Willingness to work extended and varied hours based on operational requirements;
- Satisfy ANSTO Security and Medical clearance requirements.

Delegations

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).

Work, Health & Safety Accountabilities, Responsibilities and Actions

ANSTO is committed to delivering excellence in WHS performance based on ANSTO's core values. All employees are responsible for undertaking their activities in a safe manner and co-operating and complying with WHS requirements and to improve WHS in their workplace by taking a proactive approach to WHS, using appropriate controls, working safely to reduce risk to self and others, and reporting unsafe work practices, equipment, incidents and near misses.

The specific role, as specified in [AG-2362](#) of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position, is:

- All Workers; and
- other specialised roles identified within the guideline the position holder may be allocated to in the course of their duties.

Knowledge, Skills and Experience

1. Degree (or higher) in Science, Engineering or other relevant discipline;
2. Background working within a science-based or related organisation;
3. Demonstrated high level of understanding of ANSTO's activities, strategies and practices;
4. Demonstrated knowledge of nuclear and political issues;
5. Demonstrated expertise in negotiations, ability to listen carefully, and capacity to outline the scope of options to be considered and accurately interpret and report facts that are gathered.
6. Thorough knowledge and understanding of Government policy and ability to interpret in relation to specific situations.
7. Demonstrated ability to represent ANSTO and communicate at all levels including applying tact and asking effective questions;
8. Organisational, self-management and time management skills, experience managing competing programs simultaneously, and ability to work independently with limited direction.

Verification

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position

A handwritten signature in black ink, appearing to read 'Paul Jones', with a large, sweeping flourish underneath.

Signature and date:

Paul Jones
GM Nuclear Security, Government and International Affairs
6 August 2015