

POSITION DESCRIPTION

Position Title:	Professional Officer
Cluster / Business Unit / Division	NST
Section or Unit:	ANSTO Synroc
Classification:	Band 5/6 (Linked)
Position Description Number:	PD-2177
Work Contract Type:	STEMM

POSITION PURPOSE

The primary objective of the Professional Officer is focussed on the Hot Isostatic Pressing capability within ANSTO Synroc. This role provides expertise to support strategic research and development, engineering, technology development, and services to clients.

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.

Nuclear Science & Technology (NST) integrates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge, and provides nuclear-based products and services for the benefit of Australia.

NST's Research Portfolio undertakes world class applied and translational research utilising nuclear techniques to foster innovation in research and development programs to enhance ANSTO's contribution to supporting a sustainable and healthier future for our planet and people everywhere. The Research Portfolio consists of research themes that define the broad subject areas of research with underlying research programs that are focussed activity groupings that contribute to the overall objectives of the research theme and also conducting research sub-programs within platforms. The Research Themes are Environment, Human Health, Nuclear Fuel Cycle and Synroc.

Synroc has been given the challenge of developing markets for ANSTO's wasteform science and processing technology and develop tailored solutions for nuclear waste stream including advancement of engineering designs and solutions for waste processing plants and equipment within ANSTO and for external clients.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities- Band 5

- Knowledge an understanding of the capability of Hot Isostatic Pressing.
- Under supervision, process materials to a form acceptable for Hot Isostatic Pressing.
- Under supervision, undertake active materials handling and processing allowing materials to be Hot Isostatically Pressed.
- Participate in discussions to ensure Hot Isostatic Pressing services meet the requirements of collaborators, researchers, and clients.
- Liaise with Engineers to implement process, safety, and quality improvements to the Hot Isostatic Pressing capability.
- Contribute to the development of procedures, protocols, and test methodologies for Hot Isostatically Pressed parts.

- Ensure all work is accurately documented and meets the requirements of the ANSTO Synroc Quality Management System.
- Under supervision, liaise with other stakeholders within ANSTO to ensure that safety and quality objectives are met.
- Liaise with Engineers and ANSTO Maintenance to ensure that statutory and licencing requirements are met.
- Contribute to continuous improvement to documentation, processes, and capability development.
- Participate in engagements with technology providers and suppliers to support the Hot Isostatic Pressing capability.
- Interface with internal stakeholders as part of a team and provide feedback on other systems being designed by others within a project or work group.
- Work in a highly collaborative manner with other disciplines and develop an understanding of the work and execution sequences needed in successful multi-disciplinary project delivery.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 5 accountabilities, the Band 6 role includes these additional accountabilities

- Apply in-depth knowledge and understanding of Hot Isostatic Pressing and lead the development of new capabilities for materials processing.
- Lead, coordinate, and implement materials processing to a form acceptable for Hot Isostatic Pressing.
- Lead, coordinate, and implement active materials handling and processing for Hot Isostatic Pressing.
- Ensure Hot Isostatic Pressing services provided meet the requirements of researchers, collaborators, and clients.
- Ensure all work is accurately documented and meets the requirements of the ANSTO Synroc Quality Management System.
- Liaise with Engineers and coordinate works to implement process, safety, and quality improvements including compliance with relevant Australian and ISO standards.
- Coordinate the development of procedures, protocols, and test methodologies for Hot Isostatically Pressed materials.
- Liaise with other stakeholders within ANSTO to ensure that safety and quality objectives are met.
- Manage the maintenance, statutory, and licencing requirements for Hot Isostatic Pressing.
- Lead and implement continuous improvement for documentation, processing, and capability development.
- Engage with technology providers and suppliers for ANSTO Synroc to support the Hot Isostatic pressing capability.
- Work in a highly collaborative way being proactive, building and maintaining productive working relationships both within the work team and when working with others across departments.
- Strong verbal, written, and visual communication skills showing attention to detail and as appropriate assisting in the preparation of highly accurate documentation.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy including ANSTO Synroc’s strategy and plans provide the context for the position.
- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has some independence in determining how to achieve assigned objectives however will be constrained by the project deliverables and timeframes.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided to the Technical Director or one of his delegates and is required to make effective decisions are based on sound evidence.
- Determine key work priorities within the context of agreed work plans and project plans and consult with the line manager on complex, sensitive and major issues that have a significant impact on the project.
- The levels of authority delegated to this position are those approved in accordance with the project management structure 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

- Carry out work in accordance with project delivery schedule while working across numerous projects with varying deadlines.
- Liaising with internal and external stakeholders to ensure that open communication is kept and that all remain aware of their obligations.
- Utilise significant judgement and technical experience to undertake technically challenging development which requires constant learning and keeping abreast of technological and statutory changes in nuclear materials handling and process technologies.
- Undertaking activities in a heavily regulated environment and always comply with regulatory & safety requirements, codes, standards, and specifications.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Leader	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice, and recommendations • Recommend improvement initiatives • Provide regular updates on key tasks, issues & priorities • Negotiate and report on progress of project outcomes consistent with project plans and goals • Recommend and gain endorsement for project activities and other initiatives • Escalate issues and propose solutions
Project team members	<ul style="list-style-type: none"> • Band 5 Support team members and work collaboratively to contribute to achieving project outcomes • Band 6 Leads the delivery of specific work packages as defined by the project. • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Identify, negotiate and resolve technical conflicts
Other departments	<ul style="list-style-type: none"> • Report on technical development and/or outcomes

- Consult regarding results and stakeholder requirements
- Provide advice and recommendations

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Technical Director or their delegate
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	Shall be required to work in radiation areas under tightly regulated conditions 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

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers May be required to undertake one or more of the specified roles within the context and course of their duties: <ul style="list-style-type: none"> • Area Supervisor • Building Warden • Contractor Supervisor • Designated First Aid Officer Health and Safety Committee Member

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 5	Band 6	
1.	Degree or higher in Science or Engineering	Same as Band 5
2.	Demonstrated knowledge of Hot Isostatic Pressing and its application.	Demonstrated experience of Hot Isostatic Pressing and its application.
3.	Demonstrated experience in materials handling and processing.	Demonstrated experience in processing (including critical analysis of processing steps) and handling powders for research, scale up, and technology translation/maturation.
4.	Knowledge of active materials handling and processing.	Demonstrated experience handling and processing of active materials.
5.	Knowledge and experience of materials characterisation.	Demonstrated experience in materials characterisation.
6.	Demonstrated ability to maintain records and contribute to technical or commercial reports.	Demonstrated ability to maintain records and develop technical or commercial reports.
7.	Understanding of the implementation and interpretation of standards and client specifications.	Capable of interpreting and applying engineering design codes, standards, and regulations, including client nominated specifications and standards.
8.	Knowledge of maintenance, statutory, and licencing requirements for plant.	Demonstrated experience in managing maintenance, statutory, and licencing requirements for plant.
9.	Demonstrated ability to show initiative, able to work independently and be deadline driven and reliable in following through with actions.	Demonstrated ability to independently prioritise projects and tasks to optimise allocation of resources.
10.	Demonstrated ability to follow and adhere to procedures to ensure safety, quality, and client objectives are achieved.	Demonstrated ability to continuously improve and develop procedures to ensure safety, quality, and client requirements are achieved.
11.	Excellent interpersonal and communication skills (both written and verbal).	Demonstrated ability to effectively communicate with a broad range of stakeholders including technical, professional, and management.
12.	Demonstrated ability to work with others.	Ability to develop and maintain productive working relationships across a broad range of internal and external stakeholders.
13.	Ability to work both independently and within team environments.	Personal qualities that add value to a team operating in a high-level client delivery, safety, and quality environment.

LINKED ROLE TRANSITION REQUIREMENTS

- Minimum 4 years working as a Professional Officer (Band 5) or equivalent experience
- Demonstrated capability to independently lead and manage key tasks within projects to successful completion
- Demonstrated ability to perform Band 6 accountabilities and apply required knowledge independently and responsibly, skills and experience for the Band 6 position including:
 - Undertake Band 6 accountabilities independently with little or no direct supervision
 - Apply extensive engineering knowledge and experience to troubleshoot, investigate and resolve complex systems and problems (relevant to discipline) with little or no supervision or guidance
 - Independently manage large and complex engineering tasks within projects
 - Utilise judgement to independently assess priorities of projects and tasks to optimise the allocation of resources
 - Providing feedback and contributing to the process of continual improvement in safety, reliability and efficiency and individual knowledge and competency

Transition from Band 5 to Band 6 will occur following a recommendation from the relevant line manager, assessment by management and approval from Leader, Synroc Technologies

Transition within the linked role is not automatic and ability to perform Band 6 accountabilities will need to be demonstrated and assessed. This is to be done by completing the attached form and completing a full written submission demonstrating and justifying how the employee meets the transition requirements noted above.

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:	Gerry Triani	Name:	Suzanne Hollins
Title:	Technical Director	Title:	Head of Research NST
Signature:		Signature:	
Date:		Date:	



**Professional Officer (PD-xxxx)
Band 5 to Band 6 Transition Checklist**

Name:	
Commencement Date:	
Assessment Date:	

Written submission demonstrating and justifying how the employee meets requirements must also be attached.

Requirements for transition	Met Criteria
a) Minimum 5 years working as professional officer (Band 5) OR b) Minimum 5 years equivalent experience	<input type="checkbox"/> Yes <input type="checkbox"/> No OR <input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated capability to independently manage specific tasks within projects to successful completion.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Demonstrated ability to independently and responsibly perform Band 5 accountabilities and apply required knowledge, skills and experience for the Band 6 position including:	
Undertake Band 5 accountabilities independently with little or no direct supervision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Independently manage specific tasks or projects to deliver outcomes in accordance with client requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Utilise judgement to independently assess priorities of tasks to optimise project outcomes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lead and manage the maintenance, statutory, and licencing requirements for Hot Isostatic Pressing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing feedback and contribute to the process of continual improvement in safety, quality, and reliability, to meet project or client objectives.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training and transfer of knowledge to other research, engineering, and technical staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attach written submission demonstrating and justifying how the employee meets each of the requirements.

Manager Recommendation

I have reviewed the employee's competence in accordance with Linked Role PD-XXXX and certify that the employee meets all requirements for transition and recommend transition from Band 5 to Band 6 be endorsed as demonstrated in the attached written submission detailing how the employee meets each of the requirements.

Name & Title:			
Signature:		Date:	

Technical Director, Synroc Technologies

I have assessed the submission and confirm that the employee meets all requirements for transition from Band 5 to Band 6.

Name & Title:			
Signature:		Date:	

Head of Research, NST

I have reviewed all information and approve transition from Band 5 to Band 6.

Name & Title:			
Signature:		Date:	
Effective date of transition:			