

POSITION DESCRIPTION

Position Title:	Manager Engineering Planning, Resources, Analytics & Reporting
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering
Section or Unit:	Engineering Delivery and Special Projects
Classification:	Individual Contract (~ Band 8)
Position Description Number:	PD-xxxx
Work Contract Type:	Professional / Manager

POSITION PURPOSE

The role reports to the General Manager Engineering Delivery & Special Projects. The primary objectives of the **Manager Engineering Planning, Resources, Analytics & Reporting** is to:

- Support Engineering Delivery through the *planning of capital and operational works*. Lead the project planning office to meet organisation funding commitments, goals and requirements. Interface with and managing client relationships across ANSTO PMO, PRCs and IRC.
- Develop and implement *resource demand models* from first principles on an annual basis. Work with Portfolio and Business Managers to ensure resource supply strategies are in place to meet program and portfolio commitments.
- Create and maintain capabilities for *business modelling, data capture, forecasting, business analytics* and performance measurement guiding strategic alignment of business goals and objectives.
- The role shall enable the *reporting, forecasting and tracking of project delivery*, against customer requirements, technical, budgetary, safety, regulatory and quality assurance requirements.
- Lead, manage and establish reporting delivery systems, *dashboards and KPI reporting*. Support and be integrated into ANSTO's monthly IBP process. The intended outcome is that data will drive decision-making.

The role shall ensure the development of a *Portfolio Delivery Plan* that is:

- balanced (funding and resource allocation),
- aligned to the organisational strategic priorities,
- and meet customer (internal and external) requirements.

The plan shall plan the optimum delivery of projects within portfolios and accordingly the most efficient allocation of resources to meet organisational objectives, priorities and timeframes.

The role will collaborate with Portfolio and Business Managers to plan tactical implementation of capex and opex deliverables in concert with funding or operational commitments. The role will also be the conduit for and enable important stakeholder interfaces in the delivery of project work for Clients.

It will also establish processes to retrieve and use system / business data in a meaningful manner, ensuring data integrity. The role will lead and manage data analysts to create a suite of analytic and reporting tools that provides business transparency at all levels.

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 Maintenance and Engineering (AME) provides comprehensive project management, engineering, asset management, workshop fabrication and systems safety and reliability services to support the organisation.

AME is comprised of the

- Engineering Delivery & Special Projects Group,
- Engineering Technical Services Group,
- Systems Safety & Reliability,
- Asset Management and Services Group (AMSG).

The Engineering Delivery and Special Projects Group has a number of functions including:

- The prioritisation, planning and delivery of capex and opex works for business clients,
- Engineering design and assessment,
- Project management and / or Task delivery,
- Guiding the planning of asset management and delivery of associated task or project work across the sites.
- The stewardship of quality and safety management systems, which govern the conduct of engineering work at ANSTO to ensure safety and risk minimisation during incorporation within delivery activities.

This role reports to the *General Manager Engineering Delivery & Special Projects* and has a number of distinct activities, which provide:

- 1) Project and Portfolio administration - driving time / cost / quality imperatives within Portfolios with a delivery focus on:
 - a. Project scope,
 - b. Timelines
 - c. Cash flows & forecasting accuracy.
- 2) Quality improvement leadership, advice and support,
- 3) Financial, Project Management, or SAP systems / process support and analysis,
- 4) Leadership in project / task accounting and budgeting / reporting,
- 5) Organisational enterprise systems leadership and support,
- 6) Resource management leadership & support
- 7) Project / Task compliance to policy and procedures, including attention to risk and audit.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

Planning:

- Provide leadership, direction and strategic planning for the portfolio of capital programs, delivering major and minor projects or tasks (works orders) in the annual program.
- Provide Program and Portfolio level planning and leadership to achieve funding commitments, budgets and forecasts with sustainable implementation plans.
- Collaborate and support Portfolio and Business managers to quantify, interpret and manage customer requirements - act as a guide to portfolio management best practices.

- Develop the annual business strategy for ED & SP, against key project planning and delivery metrics.
- Design, implement and continually improve the business management processes and IBP planning tools required to achieve operational excellence, in a safe, secure, sustainable and complaint manner.
- Issue a summary forecast of capital / operational expenditure initiatives, showing Customer requirements against any financial and resource constraints for a 24 month 'look ahead' window.
- Identify risks and mitigation strategies at a Portfolio or Program level.
- Chair or participate in relevant governance and program / portfolio management committees and steering committees as required.

Resource Modelling:

- Issue a balanced project demand and supply forecast at least once per annum, which guides potential resource recruitment and mitigates critical resource shortages.
- Lead the development of Budgeting, Financial Forecasting, Operational Planning and Business Modelling systems to support operational and strategic initiatives using a data driven decision making process.

Reporting, KPIs, Dashboards:

- Lead the standardisation and automation of analytical reporting systems capability.
- Work closely with internal ANSTO stakeholders and IBP program owners to align business metrics and key performance indicators to strategic goals and objectives,
- Translate stakeholder or client requirements into reporting deliverables. This includes visual dashboards, KPIs and reports.
- Manage the execution and implementation of an overall reporting and business reporting strategy, Use data to influence strategic business decisions through visual management and other appropriate presentation tools to ensure the interpretation of data and information is intuitive and easily understood.

Analytics:

- Lead the Development and Implementation of an appropriate suite of analytics tools and capability at ANSTO.
- Provide strategic insights into business performance utilising technical skills, business acumen and creativity in the application of analytics.
- Manage the process of acquiring large data sets (data quality and integrity), analysing data and financial performance to drive decision making.

Decision Making

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).

This role makes or contributes to decisions related to:

- The position shall provide the organisational structures, planning tools and business processes required to support an effective planning process - following the ANSTO change management policy.
- The position shall issue an annual plan for ED & SP that is aligned with the AME business strategy, ANSTO corporate plan and ANSTO values.
- The position is fully accountable for the accuracy, integrity and quality of the plan, and is required to ensure that decisions are based on data and sound financial governance.

- The position is fully accountable for ensuring the agreed work priorities are defined and communicated. Portfolio and Business managers are responsible for executing to the annual plan for each Business Unit or Portfolio.
- Tactical prioritisation of major and minor projects or tasks in consultation with Portfolio Managers and Clients.
- Budget allocation and approvals for major and minor projects in consultation with Portfolio Managers and Clients.
- Collaborate with Portfolio or Business Managers to tactically implement resource allocation models to portfolios or projects.
- Lead debate on the prioritisation of portfolio work with Clients as requested by portfolio leaders.
- The position manages the Reporting and Analytics functions for the ED & SP Group and works within a framework of legislation, policies, professional standards and resource parameters.
- The position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, process improvement, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Business Operations and Systems strategy and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the data used in formulating business plans. Decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.

Key Challenges

The major challenges for this position include:

- Providing a sound plan to deliver the annual program to baseline completion dates and funding commitments.
- Help prioritise all capital and opex tasks or initiatives in collaboration with portfolio or business managers to balance resource needs to delivery imperatives.
- Change management to introduce business process and tools sufficient for the integration of engineering, project management, and safety functions into one planning process. To foster wider team engagement and transparency around decision making and performance.
- Developing and promote a culture of customer focus.
- Developing an annual plan optimised for efficient delivery of the agreed outcomes against baseline.
- Working across divisional and cultural boundaries, to efficiently provide support across all the various ED & SP functions.
- Tracking the demand, supply and customer interaction for engineering and project resources.
- Using the organisation wide business risk process to effectively communicate the risks of the agreed IBP operational plan.
- Maintaining a standard approach to reporting, business models, planning & dashboards across all ANSTO business units.
- Ensuring data integrity and correctness across all reports and data applications with seamless data transference between all ANSTO systems.
- Ensuring the right technology solutions are employed and are cost effective and achieving flexibility and agility in the services provided.
- Ensure that the data outputs are used properly and effectively in the decision-making processes of ANSTO through training and support.
- Maintaining the right level of detailed for informed decision making and planning.
- Resistance to measures, data & outputs which quantify staff accountabilities.
- Coach, educate, and promote data-driven culture by embedding analytics-enabled models and data-driven decision making in the business.

KEY RELATIONSHIPS

The Manager Engineering Planning, Resources, Analytics & Reporting reports to the General Manager Engineering Delivery & Special Projects.

The position's key customers are the Portfolio and Business Managers, ANSTO cluster Executive and General Managers. The primary stakeholders are the Finance and SAPO departments, Human Resources & Recruitment, Procurement, ANSTO IBP and Supply Managers.

This position will coordinate routinely with ED & SP Portfolio & Business Managers, E&CP and AMSG Senior Management, Project Managers, the Manager Systems Safety and Reliability, Engineers and clients/customers.

Who	Purpose
Internal	
Manager/Executive	<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 • Set performance requirements and manage performance and development • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan
GM Engineering Delivery & Special Projects ANSTO	<ul style="list-style-type: none"> • developing the company's strategic direction in relation to Portfolio and Project outcomes • Resource Plans • Data, Reporting, Dashboards systems
Finance Group / SAPO	<ul style="list-style-type: none"> • Close working relationship with Finance & SAPO as required • Capabilities and delivery systems developed by Reporting and Analytics.
	<ul style="list-style-type: none"> •
Customer facing	<ul style="list-style-type: none"> • Act as the SME in portfolio planning for ED & SP • Drive Resource Management activities • Drive interest and use of Business Analytics and Data • Undertake detailed planning analysis for support and preparation of annual plan (24 month horizon) and perform qualitative and quantitative analysis of potential strategic business initiatives and conduct post implementation reviews.
External	
Federal and State Government agencies, external consultants, Auditors, Legal Counsel, Board Members and the Federal Central Agencies, primarily the Department of Finance and other Government Ministries and Agencies.	<ul style="list-style-type: none"> • Utilise the capabilities developed by the Reporting and Analytics team

•
•
○
•
•
•
•

POSITION DIMENSIONS

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).

Staff Data	
Reporting Line	Reports to the General Manager Engineering Delivery & Special Projects
Direct Reports	Resource Analyst, Data Analyst, Reporting Officer
Indirect Reports	

Financial Data	
Revenue / Grants	Nil
Operating Budget	\$ M
Staffing Budget	Nil
Capital Budget	Project specific
Assets	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
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Managers / Leaders / Supervisors

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

ORGANISATIONAL CHART

Organisational chart diagram attached.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree of higher in Science, Engineering or Business related field with operational experience.
2. Prior managerial experience in engineering and maintenance within a highly regulated industry is desirable.
3. Significant demonstrated experience in an organisational demand/supply, and resource planning and forecasting role.
4. Demonstrated experience in asset management practice, and asset strategy development
5. Demonstrated experience in project management and change management within a medium to large organisation.
6. Well developed communication and coaching skills.
7. Demonstrated ability to influence and negotiate at all levels in an organisation
8. Demonstrated ability to problem solve when delivering creative and financially sustainable solutions
9. Demonstrated ability to think strategically and innovatively
10. Demonstrated focus on customer service

Prior experience with computer based resource scheduling and financial forecasting tools (including SAP resource scheduling and planning experience) is desirable.