

## POSITION DESCRIPTION

<b>Position Title:</b>	Lead, Asset Management & Control
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance and Engineering
<b>Section or Unit:</b>	Capital Project Management Office
<b>Classification:</b>	Band 8
<b>Position Description Number:</b>	PD-1526
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The Lead, Asset Management & Control is to provide leadership and guidance in the delivery of ANSTOs asset management planning, asset data management, condition monitoring and reliability centred maintenance utilising techniques including inspection, non-destructive testing, pressure equipment, both shock and vibration. An integral part of this role is to advise ANSTOs Executive team on all matters regarding ANSTOs capital and decommissioning portfolios on the strategic direction they are to support and manage their assets through their assigned life recommending improvements to assist in discussions with the government leading to the replacement lifecycle for each asset ensuring forecast spend is aligned with the appropriate fiscal year funding, timing, and scope.

### 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.

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 is dedicated to enhancing and maintaining ANSTOs facilities and environs for operational reliability and providing a range of customer services to support ANSTOs research, business activities and projects at the Lucas Heights Science & Technology Centre and the Camperdown Campus.

There are 4 main units within the ANSTO Maintenance and Engineering division these being:

- Capital Program Management Office (CPMO)
- Asset Management
- Facility Maintenance
- Support Workshops

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Be accountable by taking ownership of the ANSTO Strategic Asset Management Plan
- Provide operational focus and support in providing subject matter expertise and input to the Capital Committee on the structure and content of the Board's Asset Management Policy
- Provide operational focus and support in providing subject matter expertise and advice to the Governance and Regulatory group on issues pertaining to the good management of Nuclear assets

- Ensure appropriate control strategies and asset information management systems are in line with ANSTO, government policy and the international standards, for example ISO 55,000 series
- Provide management of asset input to all submissions to the Capital Committee on new Projects of value >\$1m and to all Portfolios for new Projects of value between \$250k and \$1m on the management regime of all new assets, their maintenance policy and through-life support requirements in preparation for the development of their specific Asset Management Plans
- Develop appropriate reporting and information systems that meet the reporting and information requirements of the Capital Committee for the management of each asset group.
- Provide training to relevant ANSTO staff on the ANSTO Asset Management Framework and Methodology
- Manage the processes associated with asset management within the processes and governance aspects of gate reviews and provide oversight of Portfolio monthly project reporting and investigation and/or audit of selected projects in conjunction with other relevant portfolio stakeholders to ensure preparation for acceptance into service of new assets is proceeding satisfactorily.
- Provide support to Portfolio asset managers and relevant stakeholders in the development of and the implementation of competent budgets with appropriate risk contingencies reflecting adequate asset management annual and 5-year rolling budgets for each Portfolio
- Complete detailed analysis and strategically evaluate the best way forward on issues impacting performance of each Portfolios' Asset Management Plan on a quarterly basis reporting the outcome to the Capital Committee
- undertake additional duties as required and during periods of leave of other CPMO personnel.

### Decision Making

- the position has accountability for the accuracy, integrity and quality of the content of advice provided to the Capital Committee and GM CPMO and is required to ensure that decisions are based on reliable and accurate evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.
- the position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the team, including deciding on methods and approaches, operations, project planning and allocation of resources and applying these across the organisation impacting on the management of projects and programs.
- the position determines key work priorities within the context of agreed work plans and will consult with the GM CPMO and / or Capital Committee on the more complex, sensitive, and political issues that have a significant impact on the organisation's functions.

### Key Challenges

- effective management of the ANSTO Portfolios' objectives versus the needs of individual business units particularly when limited funding is available
- improving governance frameworks and leading the development and application of clear and concise documents around process and approvals
- change management and the integration within an effective team consisting of essential mainly new staff

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide specialist advice</li> <li>• Recommend and gain endorsement for plans, strategy and policies.</li> </ul>
Capital Committee	<ul style="list-style-type: none"> <li>• Capital planning, forecast and target management</li> <li>• Capital Submissions and recommendation to committee as reviewed by CPMO.</li> </ul>

Management	<ul style="list-style-type: none"> <li>• Effective in a collaborative manner best practice performance</li> <li>• Make recommendations to improve systems and processes</li> <li>• Provide specialist advice and analysis on a broad range of matters</li> <li>• Contribute to group decision making processes, strategic planning and goal setting</li> </ul>
Asset and Project Management Teams	<ul style="list-style-type: none"> <li>• Provide specialist leadership, guidance, and support</li> <li>• Effective in a collaborative manner best practice asset management</li> <li>• Provide specialist advice and analysis on a broad range of matters relating to asset management.</li> <li>• Contribute to group decision making processes, strategic planning and goal setting</li> </ul>
Finance Team	<ul style="list-style-type: none"> <li>• Asset's enquiries, asset disclosure requirements, reports from Capital Committee meetings, through life support</li> <li>• Information required for disclosure in the financial statements</li> <li>• Contribution to PBS and capital budgets</li> <li>• Contribution on Capital Portfolio's data into responses to Questions on Notice and tracking reports on Budget Outcomes into the Portfolio Department</li> </ul>
<b>External</b>	
Auditors	<ul style="list-style-type: none"> <li>• As required</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	GM CPMO
Direct Reports	-
Indirect Reports	Nil
<b>Special / Physical Requirements</b>	
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 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
<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## ORGANISATIONAL CHART

### KNOWLEDGE, SKILLS AND EXPERIENCE

The successful candidate will be expected to work closely with business unit project managers, and others involved in the implementation of business improvement processes across ANSTO. The successful candidate should have reasonable skills in the following areas:

1. The successful candidate should be tertiary educated with an extensive range of project management exposure to both small and large projects of a contracting (rather than process) background.
2. Asset Management expertise and experience in a contracting environment dealing largely with Government as a Client
3. Ability to effectively communicate ideas and concepts to influence and manage change.
4. Ability to write succinct and competent professional reports.
5. Ability to work pro-actively in a team environment
6. Ability to understand budgeting approaches, project scheduling, cash flows, and accounting concepts that apply.
7. Ability to investigate without fear or favour.
8. Ability to deal effectively with and neutralise hostile behaviour from Line Managers and business unit managers
9. Experience in business advisory services and in the budgeting processes of a medium to large size organisation

### 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 is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area ( General Manager or Head , in absence of these roles within structure, it must escalate to Group Executive).

<b>Line Manager</b>	<b>Delegated Authority</b>
Name: Con Lyras	Name: Con Lyras
Title: (Acting) GM CPMO	Title: Group Chief Engineer
Signature:	Signature:
Date:	Date: