



POSITION DESCRIPTION

Position Title:	Chief Security Officer
Cluster / Business Unit / Division	OCEO
Section or Unit:	Nuclear Security & Safeguards
Job Family:	Security & Intelligence
Classification:	Band 10
Position Description Number:	PD-2182
Work Contract Type:	Executive (General Manager), Leadership
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Chief Security Officer (CSO) leads and directs the operations of the Nuclear Security and Safeguards Division to support ANSTO's objectives. The CSO is responsible for maintaining the nuclear security and safeguards environment, required by the Australian Government, to sustain ANSTO's ability to tackle complex problems and deliver outcomes. In addition, the CSO is responsible for implementing at ANSTO the requirements described under the Australian Government Protective Security Policy Framework. The CSO's overarching responsibility is to support their accountable authority to achieve the entity's security outcomes by providing strategic, entity-wide oversight of protective security across security governance, information security (including ICT), personnel security and physical security.

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.

The Nuclear Security and Safeguards team administers the *nuclear security system* at ANSTO that is in place to protect our people, assets, information, and reputation in line with the requirements set out in the Australian Government's Protective Security Policy Framework (PSPF) and regulatory compliance requirements.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provision of accurate and timely advice to the CEO and Senior Executive on Nuclear Safeguards and Nuclear Security issues.
- Perform the duties of the Senior Manager responsible for the ongoing development of agency security policy and the oversight of protective security matters within the organisation.
- Align and focus the Nuclear Security and Safeguards Division functions with ANSTO goals, to ensure that strategic activities meet both current and future growth and organisational requirements
- Direct and manage the diverse strategic and high-level operations related to ANSTO's security services, in line with business objectives, statutory and regulatory requirements and government policy
- Perform the duties of the Senior manager responsible for the implementation of ANSTO's nuclear security and nuclear safeguards Policy, through development of agency security plans, adoption of a risk management approach to cover all areas of protective security activity across the organisation and the oversight of all protective security matters within the organisation

- Lead the development, implementation, and ongoing management of ANSTO's security services and practices, ensuring compliance with relevant statutory and best practice standards, including the provision of a safe and secure work environment that meet the organisation's unique, complex, and highly sensitive operations
- Assess and mitigate risks related to security, radiological and nuclear material inventory management and associated items in line with Australian Safeguards and Non-Proliferation Organisation (ASNO) permit obligations, licensure requirements set out by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the International Atomic Energy Association (IAEA) guidance and other legislative requirements
- Operate and evidence competent control of nuclear material and associated items in accordance with Australia's non-proliferation and regulatory undertakings
- Ensure that all nuclear materials audits are facilitated and that either audit recommendations are implemented promptly, or an appropriate response is made to the auditing authority;
- Maintain the nuclear security system through the integration of human, physical and technical measures to treat the risk of threat or sabotage
- Enable the nuclear security system to detect and respond effectively to security threats to prevent or minimize disruption or harm ANSTO's functions, people, facilities and/or reputation
- Maintain ANSTO's incident preparedness, response, and recovery structures, including the regular validation of effectiveness through training and exercises.
- Responsibility for the management of the Australian Federal Police and other security contractors engaged by ANSTO.
- Responsibility for strategic planning that ensures the division has the human resource expertise and resource availability to meet its present and future needs and maintains a level of expertise to discharge its role effectively which includes workforce and succession planning and to protect future activities that reflect longer-term strategic goals of the division and organisation.
- Representing the organisation at national and international events and promoting the reputation and expertise of the organisation with major stakeholders.

Decision Making

- The CSO operates with a high level of autonomy and makes independent decisions about the management of the team including driving strategic direction, forward planning, setting priorities and guiding staff performance and development.
- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position provides expert and authoritative direct advice to the CEO, ANSTO Board and Executives on all matters of concern relating to nuclear security and nuclear safeguards.
- The position is frequently required to exercise final judgement on the way urgent complex matters are to be managed or on the strategies to be adopted and is fully and individually accountable for the quality and validity of advice provided.
- The position determines key work priorities within the context of agreed work plans and will consult with the CEO on the more complex, sensitive and political issues that have a significant impact on the organisation's functions as it relates to nuclear security and nuclear safeguards.
- Key advocate representing ANSTO at national and international events and promoting the reputation and expertise of the organisation with major stakeholders on all matters relating to nuclear security and nuclear safeguards.

- 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).

Key Challenges

- Ensure full compliance with ANSTO’s regulatory requirements and management principles related to nuclear security and nuclear safeguards
- Establishing and maintaining effective working partnerships with internal and external stakeholders, particularly with our regulatory partners, to facilitate the exchange of information, analysis and commentary and the provision of nuclear security and safeguards advice
- Working with multiple stakeholders across the organisation and ensuring the effective and efficient management of issues associated with nuclear security and safeguards
- Identifying emerging challenges in nuclear security and safeguards that may impact on core business delivery and future business requirements and developing and implementing workforce and security management strategies to minimise business risk and take advantage of opportunities
- Maintaining appropriate focus on strategic directions and advice to the Executive Leadership Team while responding to frequent urgent work requirements in a demanding and complex environment
- Developing a flexible high-performance workforce and achieving a culture which embraces change and innovation, continuous development and improvement to service offerings while maintaining commitment to high levels of efficiency
- Achieving a collaborative approach and shared ownership, during a period of significant change, for consistent implementation of strategies and programs aligned to ANSTO values
- Maintaining up to date knowledge of contemporary trends and developments in relation to best practice across nuclear security and safeguards and identifying potential opportunities to improve service delivery

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Executive Officer	<ul style="list-style-type: none"> • Receive broad guidance and professional support • Provide expert advice on all aspects of Security & Safeguards operations • Consult and collaborate on strategy • Exchange information
Executive Leadership Team	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts • The position’s key internal customers include, the CEO (The Chairman and Board of Direction on direction of the CEO), all GM’s and Institute Heads as well as management and staff across the organisation, in particular those from the areas of Strategy and Risk, Strategic Communications and Government Affairs, International Relations, ANSTO Health, Reactor Operations and Materials Engineering. External stakeholders include IAEA, WINS, DFAT, A/G’s, ASNO, ARPANSA, AFP, PM&C, OTS, NSWPOL, ANU and appropriate Government Ministers and their staff
Direct Reports	<ul style="list-style-type: none"> • Provide guidance and professional support

	<ul style="list-style-type: none"> Set performance requirements and manage performance and facilitate their ongoing professional 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
Key Customers	<ul style="list-style-type: none"> Provide expert strategic advice on all security and safeguards matters to influence decisions regarding the business initiatives, including innovation, change and business improvement. Build strategic relationships and persuade executive to adopt strategies where there are conflicting business interests and opinions
Key Customers	<ul style="list-style-type: none"> Provide expert strategic advice in relation to security and safeguards to influence decisions regarding the business initiatives, including innovation, change and business improvement. Build strategic relationships and persuade executive to adopt strategies where there are conflicting business interests and opinions
External	
Government Agencies/Industry Organisations/Other stakeholders	<ul style="list-style-type: none"> Maintain collaborative relationships Consult on organisation direction, synergies, and engagement Represent the ANSTO position
Regulators	<ul style="list-style-type: none"> Maintain collaborative relationships Consult on organisation direction, synergies, and engagement Represent the ANSTO position

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Chief Executive Officer
Direct Reports	Manager Nuclear Security Protective Security Manager Manager Safeguards
Indirect Reports	Broader NSNS Team Including contract services AFP, MSS, Wormalds

Financial Data (2021/2022)	
Revenue / Grants	0
Operating Budget	8.6M
Staffing Budget	2.1M
Capital Budget	2.3M
Assets	4.4M

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, including international travel as required.

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

Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
---	--

ORGANISATIONAL CHART

As per published organisational chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in management, security or other relevant discipline or demonstrated equivalent experience within law enforcement or national security environment.
2. Experience of statutory security and safeguards requirements for a nuclear establishment or other highly regulated facility
3. Significant experience at a senior level in the design, delivery, and management of security related integrated people and business transformation programs and service delivery systems, models and business improvements.
4. Extensive experience in liaising with senior government officials (nationally and internationally)
5. Experience in regulatory compliance and risk management in an operational environment
6. Knowledge of Australia's nuclear policy and related requirements
7. Strong leadership skills, experience in driving strategic initiatives and championing change
8. Substantial management experience and proven skills in managing strategic planning, budget development, statutory reporting, and policy and program development
9. Highly developed communication, negotiation and interpersonal skills, and the ability to develop and engage senior and diverse stakeholders
10. Demonstrated conceptual, analytical, and problem-solving skills and the capacity to successfully deliver high quality outcomes within required deadlines
11. Strong strategic thinking and planning skills; experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems
12. Proven ability to work under pressure in a complex environment
13. Thorough knowledge and understanding of relevant legislative provisions and regulations governing employment and related issues

VERIFICATION

Line Manager		Delegated Authority	
Name:	Shaun Jenkinson	Name:	Shaun Jenkinson
Title:	CEO	Title:	CEO
Signature:		Signature:	
Date:		Date:	