



POSITION DESCRIPTION

Position Title:	Manager, Waste Projects and Engineering
Cluster / Business Unit / Division:	Nuclear Operations and Nuclear Medicine
Section or Unit:	Waste Management Services
Classification:	Band 7
Job Family:	Engineering and Technical
Position Description Number:	PD-2199
Work Contract Type:	Technical
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Manager, Projects and Engineering, Waste Management Services (WMS) is responsible for the development of the WMS capital strategy and its delivery on time, accurately forecast and within budget. This includes the management and leadership of a team of engineers and project managers, provision of technical expertise and advice to ensure projects meet their goals, driving a continuous improvement program in our operational endeavours to improve safety, efficiency and reliability and delivering a robust ongoing asset management program.

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 Operation and Nuclear Medicine group brings together the key areas of Reactor Operations, the commercial businesses of Health and ANSTO Nuclear Medicine (ANM) and Waste Management.

Waste Management is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide inspired positive leadership and help promote a progressive culture that motivates top performance and high morale and delivers a sustained high performing team.
- Develop, manage and deliver (to time and budget) the WMS engineering and capital project programme and asset management programme in consideration of our current and future activities to ensure the ongoing safe management of radioactive wastes and continuation of ANSTO site activities, particularly nuclear medicine production.
- Manage human resources through selection, training, development, performance management and review, recognition and guidance of staff and implementation of sound knowledge capture and management processes.
- Mentor direct reports and implement succession and workforce planning, talent management and employee development to ensure a sustainable, diverse and reliable workforce.

- Be an informed client for projects and establish and maintain collaborative relationships, negotiate effective outcomes, and communicate with a diverse range of stakeholders at various levels of scientific or technical understanding to ensure client needs are met.
- Analyse and collate technical data and prepare reports and submissions for management, stakeholders and regulators to ensure ANSTO provides accurate information regarding its waste activities in compliance with licence requirements and to facilitate strategic decision making.
- Provide strategic input and analysis on radioactive waste issues and participate in strategic projects within WMS and ANSTO more widely.
- Manage stakeholder feedback, identify areas for improvement and track actions and outcomes and challenge established ways of working in favour of more productive approaches.
- Undertake additional duties as required and during periods of leave of other staff and fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.

Decision Making

- 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 objectives including deciding on methods and approaches
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the WMS strategy and objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to stakeholders, and is required to ensure that 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.
- Determine key work priorities within the context of agreed work plans and consult with Management on complex, sensitive and major issues that have a significant impact on WMS.
- 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

- Influencing and negotiating across the organisation to ensure that WMS matters receive appropriate support.
- Maintaining and enhancing a broad understanding of many operational processes to ensure that works are accurately reflected in engineering projects which are delivered, in accordance with monthly forecasting and to time and budget.
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities, deadlines and customer requests
- Continually reviewing and reorganising work plans and activities to manage conflicting priorities.
- Maintaining an up-to-date understanding of the regulatory framework applicable to processes within WMS to ensure regulatory requirements, codes and standards are appropriately addressed in the completion of project activities
- Operating in a highly regulated environment

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Negotiate and report on issues • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans, goals and other initiatives
Direct Reports	<ul style="list-style-type: none"> • Provide positive 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
Engineering, Scientific and Maintenance teams	<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 • Develop accurate user requirements and project definitions for projects
WMS team	<ul style="list-style-type: none"> • Provide positive leadership, guidance and support • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts • 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
External	
ARPANSA	Making changes to facilities or procedures and verifying compliance
Sydney Water	Interactions with regulator for effluent
Federal Government	Provide information on radioactive waste and support the process for a National Radioactive Waste Management Facility
Visitors / VIPs	Provide information to the public in support of safe and effective radioactive waste management

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager, Waste Management Services
Direct Reports	4 x Radioactive Waste Engineers
Indirect Reports	Various when acting as a project Client
Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	\$0.5M
Staffing Budget	\$0.5M
Capital Budget	\$3.5M CAPEX + \$65M Government appropriation/NPP

Assets	\$20M NBV in WMS excluding Buildings
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Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to nationally and internationally from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	May 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 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

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) ARPANSA Facility Officer Building Manager Area Supervisor Incident Triage Officer Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Project Management, Engineering or Science and extensive experience with radioactivity.
2. Extensive technical knowledge of operating/production environments and the regulatory framework in which they operate.
3. Proven track record in managing challenging engineering projects and asset management strategies to time and budget.
4. Experience guiding, developing and mentoring staff to deliver safe and effective project outcomes.
5. Planning, organising and problem-solving skills and the ability to assess and resolve issues in a timely manner.
6. Demonstrated experience in identifying and implementing process improvements and innovative solutions to complex problems

7. Demonstrated negotiation skills to persuade and influence others on decisions on strategy, options and processes where there are conflicting drivers and experience in managing effective relationships with key stakeholders
8. Deadline driven, reliable in following through with actions and pro-active when attending to ANSTO's interests.
9. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risks
10. Superior written and verbal communication skills including technical writing.

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:	Paula Berghofer	Name:	Paula Berghofer
Title:	General Manager, Waste Management Services	Title:	General Manager, Waste Management Services
Signature:		Signature:	
Date:		Date:	