



POSITION DESCRIPTION

Position Title:	Manager, Compliance
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	Regulatory and Governance
Classification:	Band 7
Job Family:	Compliance & Regulation
Position Description Number:	PD-1219
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Manager, Compliance is to lead a comprehensive and effective, organisation-wide compliance and fraud control program while developing and maintaining effective relationships with relevant stakeholders. This role operates as part of the Governance and Regulatory team and will contribute to good governance across ANSTO.

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 Chief Operating Officer Group brings together several Corporate Services functions creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Government and International Affairs
- Legal Services
- People, Performance and Capability
- Governance and Regulatory
- Risk and Assurance
- Communications and Stakeholder Engagement

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Design, implement and maintain an organisation-wide compliance framework in line with AS ISO 19600:2015;
- Implement and manage an organisation-wide compliance and fraud control program;
- Develop and maintain a database of the compliance requirements that ANSTO is subject to; communicate and embed those requirements site-wide; identify compliance risks;
- Develop and maintain a database of all relevant fraud risks ANSTO is subject to and associated controls;
- Maintain ANSTO's fraud control framework, including relevant managed information;

- Assist management to co-ordinate, monitor and report on programs that drive behaviours in accordance with ANSTO's Values and Code of Conduct;
- Work closely with ANSTO Learning & Development to develop and deliver compliance and fraud control training programs;
- Promote compliance and fraud control awareness across all levels within ANSTO and its subsidiaries and facilitate change, where required;
- Monitor 'ethics line' calls for the early identification and management of any emerging business ethics related matters and/or concerns;
- Build effective working relationships with all relevant stakeholders, utilising experience and expertise to influence stakeholders, and facilitating internal discussion and awareness of compliance and fraud control;
- Provide expert advice and recommendations to ANSTO Group Executives, General Managers, project managers, subsidiaries and others on compliance and fraud control matters and good practice associated with these activities;
- Provide assurance on ANSTO's compliance status to the CEO and the ANSTO Board. In relation to regulators such as ARPANSA, TGA, ASNO and Comcare, this will be undertaken in collaboration with the specialist assurance providers within the organisation;
- Prepare compliance and fraud control reports as agreed / requested; and
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The Manager, Compliance provides independent assurance to the CEO and COO of the compliance performance of the organisation.
- The position works within the compliance framework. Within this framework the position has some independence in determining how to achieve objectives, including deciding on methods, approaches and operations.
- The position directs, actions and coordinates responses to internal inquiries and prepares responses for external enquiries to be approved by the CEO and or COO:
- This position reports to the General Manager, Governance and Regulatory.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. Delegated authorities for this role are those defined in the ANSTO Delegation Manual AG-1682 (as amended or replaced).

Key Challenges

- Identifying and articulating all of the relevant compliance requirements that ANSTO is subject to and capturing these requirements into the required format / repository;
- Establishing effective communication channels between relevant stakeholders across ANSTO and its subsidiaries, and effectively managing change across the range of ANSTO environments (commercial, research, operation, corporate);
- Guiding the implementation of the compliance strategy and improving the level of maturity of compliance activities;
- Stakeholder management (internal and external); and
- Engaging the organisation on the respective programs.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Executives	<ul style="list-style-type: none"> • Provide specialist, independent advice on compliance & fraud control;

	<ul style="list-style-type: none"> • Provide support to maintain the professional image of the CEO, COO and ANSTO.
Legal	<ul style="list-style-type: none"> • Engage on strategic projects for ANSTO.
Work area team members	<ul style="list-style-type: none"> • Collaborate and share accountability. • Contribute to group decision making processes, strategic planning and goal setting
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development
Business Units & Compliance roles	<ul style="list-style-type: none"> • Provide specialist advice, guidance & support on compliance • Coordinate and facilitate compliance reporting. • Communicate compliance updates.
External	
Regulating and Licensing Agencies	<ul style="list-style-type: none"> • Establish and maintain an effective and collaborative working relationship with external regulators.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager Regulatory & Governance
Direct Reports	2
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	TBC
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Based at Lucas Heights, working in different areas of site/campus as needed
Travel:	May be required to travel to other ANSTO sites from time to time May be required to travel interstate
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
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 flexibly, including extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Will be required to obtain and maintain National Security Clearance at Negative Vetting Level 1 and may be required to obtain and maintain appropriate National Security Clearance at Negative Vetting Level 2 (Top Secret)

Workplace Health & Safety

Specific role/s as specified in AP- All Workers

2362 of the ANSTO WHS

Managers / Leaders / Supervisors

Management System

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

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Minimum bachelors or above degree in law or relevant business discipline or equivalent. Regardless of qualification, includes relevant experience in a compliance management role.
2. Demonstrated experience applying and understanding compliance management (including fraud control) frameworks, good governance practice, and in developing, implementing and managing compliance and fraud control programs.
3. Sound understanding of corporate governance, risk management and auditing concepts relevant to Corporate Commonwealth entities.
4. Strong strategic thinking and prioritisation skills and exceptional judgment.
5. Sound understanding of laws, regulatory guidelines and policies especially within the Commonwealth context and ISO standards.
6. Ability to interpret and understand legal and regulatory requirements applicable to ANSTO.
7. Strong communication (verbal and written) skills with a high level of attention to detail.
8. Strong networking and influencing skills.
9. Ability to work alone as well as part of a team.
10. Ability and willingness to develop compliance staff.
11. Strong diplomatic skills, and experience employing tact in advancing sensitive matters.
12. Sound understanding of ANSTO and its operating environment or ability to acquire this knowledge.
13. Personal qualities that add value to a team operating in a high level client service, safety & quality environment.

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:	Whitney Hooke	Name:	John Edge
Title:	Acting GM Regulatory & Governance	Title:	COO
Signature:		Signature:	
Date:		Date:	