



## POSITION DESCRIPTION

<b>Position Title:</b>	Government and Strategic Programs Adviser
<b>Cluster / Business Unit / Division</b>	Government International Affairs
<b>Section or Unit:</b>	Chief Operating Officer Group
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD-1609
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The primary objective of the Government and Strategic Programs Adviser is to support ANSTO's longer term strategic interactions with all levels of government (Ministerial, Parliamentary, Departmental & Agencies) and to promote ANSTO's organisational reputation and maintain good relationships with our government and international stakeholders.

### 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 Government & International Relations teams are the gateway for government officials seeking ANSTO's assistance as a trusted advisor to government. This includes the provision of high quality advice to both internal and external stakeholders, including facilitating the building and maintenance of relationships with all levels of government and with international nuclear bodies and research institutes to maintain ANSTO's reputation on the global stage.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Manage ANSTO engagement and required responses to Government, Ministerial, Parliamentary and departmental enquiries that are medium-long term in nature;
- Identify Federal and State government stakeholders involved in issues of relevance to ANSTO, including committees, hearings and mandates of these forums and their potential relevance to ANSTO's work and sustainability;
- Work with ANSTO Business/Commercialisation teams to develop and implement strategies for interaction with the Australian Government (including Australian embassies overseas), state governments, foreign governments and international institutions in support of international business opportunities;
- Preparation of timely submissions to Parliamentary Committees (Federal and State) conducting inquiries concerning issues of relevance to ANSTO. This includes submissions required by law or parliamentary requirement (e.g. Public Works Committee) and identification of opportunities for non-mandatory submissions;
- Preparation and implementation of strategies for securing and retaining long-term funding for ANSTO's research activities. Such strategies may include New Policy Proposals, submissions for further NCRIS funding and/or the identification of other funding opportunities;

- Prepare and co-ordinate briefs, submissions, speeches, reports and policy proposals ensuring consistency of communication and alignment with ANSTO’s strategic priorities;
- Contribute to ANSTO’s interactions with political representatives, government departments and agencies and related stakeholders to promote ANSTO’s organisational reputation, including being a primary point of contact for Government, Ministerial and parliamentary enquiries;
- Proactively liaise with and develop or facilitate key political relationships between ANSTO and political representatives from all tiers of government and provide advice to relevant ANSTO staff;
- Contribute to the development and implementation of GIA business plans.
- Undertake additional duties as required and during period of leave of other staff.

### Decision Making

- Determine key work priorities within the context of agreed work plans and will consult with the Manager, Government Affairs, on complex, sensitive and major issues that have a significant impact on the section.
- 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

- Thorough knowledge of the full range of ANSTO’s activities and interests to enable identification of all opportunities for submissions and/or funding.
- Maintaining awareness of domestic and international developments and policies of relevance to ANSTO and to Australian nuclear and science policy.
- Building trusted relationships with staff from Australian Government departments and organisations.
- Maintaining awareness of developments in Canberra regarding composition and interests of Parliamentary committees.
- Maintaining awareness of funding opportunities both within and outside the Industry portfolio.
- A willingness to coordinate closely with other members of the Government & International team in order to ensure an equitable sharing of workload.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Office of the CEO	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
ANSTO’s Board and Executive	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> </ul>

Other departments (operational, research and business units across ANSTO)	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• 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</li> </ul>
<b>External</b>	
Political and government representatives, government departments, agencies and related stakeholders	<ul style="list-style-type: none"> <li>• Provision of high quality advice as part of ANSTO's role as a trusted advisor</li> <li>• Facilitate the building and maintenance of relationships</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Government Affairs Manager
Direct Reports	Nil
Indirect Reports	Nil
<b>Financial Data (2018/2019)</b>	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	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)
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
<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <a href="#">AG-2362</a> 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

Attached

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in public policy, communications, political science, science, engineering, law or other relevant discipline;
2. Demonstrated experience in government affairs;
3. Strong interpersonal skills, able to work effectively with a wide range of internal and external stakeholders, at all levels;
4. Strong attention to detail and written communication skills;

5. Demonstrated ability to understand, synthesize and explain complex technical concepts and information and develop communications appropriate for the audience;
6. Demonstrated high level interpersonal skills and ability to communicate effectively with people at various levels within and external to the organisation;
7. Experience planning and managing time to meet deadlines and working effectively under pressure;
8. Significant problem solving ability in delivering creative and systematic solutions;
9. Personal qualities that add value to a team operating in a high level client service 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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Catherine Kelleher	Name:	
Title:	Manager, Government Affairs	Title:	
Signature:		Signature:	
Date:		Date:	