

POSITION DESCRIPTION

Position Title:	Radioanalytical Chemistry Capability Manager
Cluster / Business Unit / Division	NST / Nuclear Stewardship
Section or Unit:	Radioanalytical Chemistry Capability
Classification:	Band 7
Job Family:	Research
Position Description Number:	PD-2208
Work Contract Type:	Professional / Research & Sciences
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Radioanalytical Chemistry Capability manager leads the Radioanalytical Chemistry Capability (RAC) through the provision of expert knowledge in radiochemistry, management of scientific infrastructure and techniques, and management of people and resources to deliver advice, services and expertise to users, clients and collaborators.

The position is responsible for directing the capability through strategic decision making, promoting the capabilities of the group both nationally and internationally, attracting and maintaining industry stakeholders and research collaborations, and building an internal portfolio with ANSTO business units.

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.

Nuclear Science & Technology (NST) incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia. The Research Infrastructure portfolio consists of platforms established on scientific infrastructure and capabilities, with a number of the platforms categorised as landmark infrastructure. This includes a range of scientific assets, infrastructure, capability development & delivery for multi-decadal, multi-disciplinary, multi-user platforms for a collaborative user community and for internal research and development endeavours.

Nuclear Stewardship maintains national capabilities that support industry, government and scientific users. Capabilities include radionuclide metrology, radioanalytical chemistry (RAC), nuclear forensics and environmental monitoring.

RAC develops and maintains specialist radioanalytical and experimental facilities utilising nuclear techniques to support ANSTO's core activities and its stakeholders, and to apply these techniques and associated expertise to topics related to releases of radionuclides into the environment, nuclear fuel cycle and other research areas involving quantification of radionuclides at or above typical environmental levels.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Management accountabilities:

- Responsible for facility operations, quality, safety and compliance, reviewing and reporting project plan KPIs, allocating resources and control of budgets and expenditure and providing reports to line management.
- Manage internal and external stakeholder/client/user relationships and identify opportunities to engage new clients.
- Contribute to the development and delivery of the objective of the Nuclear Stewardship Business and Asset Management Plan.
- In consultation with the platform leader, undertake management and mentoring of staff through selection, training, development, performance management and review, recognition and guidance, and contribute to succession and workforce planning.
- Subject matter expert accountabilities:
 - Fulfil role of Contact Scientist for several RAC capabilities
 - Research, develop and implement new and/or refined radiochemical and counting techniques as required by internal and external clients.
 - Operate, maintain and provide expert advice on usage of multiple pieces of specialised radiochemical techniques and nuclear counting instrumentation.
 - Independently and/or collaboratively plan and undertake experiments, provide experimental results, assess and interpret data.
 - Maintain knowledge of industry best practice and technological developments to ensure ANSTO's facilities are improved and upgraded to remain internationally competitive.
 - Represent ANSTO at national and international forums through participation in subject matter networks, conferences and delivery of expert training.
- Contribute to a work environment which promotes teamwork and continual improvement
- Independently plan workload to meet group outcomes and deliver on time to meet changing requirements.
- Undertake additional duties within the workgroup as required and during periods of leave of other staff.

Decision Making

- The position is responsible for managing direct reports and financial resources to deliver capability, platform and organisational outcomes within the constraints of an allocated budget.
- The position will work with management to develop strategic directions of the business as organisational priorities change.
- 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 of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, NST strategy, Nuclear Stewardship Business Plan and Radioanalytical Chemistry Capability Area Operational Plans and Arrangements provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to clients and staff and is required to ensure that decisions are based on sound evidence.
- Determine key work priorities within the context of agreed work plans and will consult with the platform leader on complex, sensitive and major issues that have a significant impact.
- 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 A G-1682 (as amended or replaced).

Key Challenges

- Balancing the Manager and SME accountabilities of the role
- Managing and developing staff across multiple facilities
- Managing resources to keep on top of multiple projects and ensure the timely delivery of results
- Mentoring and retaining staff in the area of radiochemistry and nuclear counting techniques

- Maintaining and promoting current and high-quality radiochemistry and identifying new opportunities.
- Developing and implementing new or improved radioanalytical techniques for a wide range of radionuclides in required timeframes.
- Understanding the objectives of a wide range of research and operational projects to ensure the provision of expert advice, from sample collection, methodology, data interpretation, to the preparation of manuscripts for journal publications.
- Delivering results and outcomes to the required standards and timeframes, given the need to be agile and responsive to opportunities, and adapt in an often changing and unpredictable environment.
- Ensuring compliance under changing regulatory requirements

KEY RELATIONSHIPS

Who	Purpose
Internal	
Nuclear Stewardship Leader	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Report on staff engagement and performance, quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals. • Recommend and gain endorsement for plans and goals and other initiatives.
NS Capability Leaders	<ul style="list-style-type: none"> • Support the platform's capability leaders to deliver on collaborative outcomes. • Provide expert advice and advice in radioanalytical matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Provide technical and managerial leadership • Set performance requirements and manage performance and development. • Monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan. • Negotiate and resolve conflict
ANSTO Users (e.g. ANSTO Business Units, NST) (scientists, researchers, post-docs etc)	<ul style="list-style-type: none"> • Build and maintain relationships • Provide expert advice, analysis and training • Understand user requirements and desired outcomes • Develop sample processing strategies • Co-ordinate laboratory availability and usage • Assess competence to undertake activities within RAC's facilities • Prepare and contribute to journal publications and scientific reports
External	
Facility users from Universities, Industry, Government, National and International Research Organisations	<ul style="list-style-type: none"> • Build and maintain relationships • Provide expert advice, analysis, training and guidance • Understand user requirements and desired outcomes • Co-ordinate laboratory availability and usage • Assess competence to undertake activities within laboratory/s • Prepare and contribute to journal publications and scientific reports

Suppliers	<ul style="list-style-type: none"> • Maintain relationships with major suppliers • Oversee the purchase of capital equipment, negotiate specifications, costs, contracts for service and delivery schedules
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POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Platform Leader
Direct Reports	RAC Staff (specified below) PD-0620 Lab Technician PD-0647 Radioanalyst PD-1439 Radiochemist PD-1642 Radiochemistry Laboratory Technician PD-1790 Radiochemist
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	\$30K - \$50K
Operating Budget	\$160K
Staffing Budget	\$460K
Capital Budget	\$100K-\$300K
Assets	\$1.3M Acquisition Value / \$0.35M Depreciated Value

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 Infrequent travel both internationally and nationally Infrequent field work in remote locations
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer). Labour intensive physical requirements (sitting, standing, frequent manual handling). Standing for long periods 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 AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager Managers / Leaders / Supervisors 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

Refer to the published organisation chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant field of science (chemistry, radiochemistry, environmental science) or equivalent tertiary qualification coupled with extensive experience in radiochemistry/chemistry.
2. Demonstrated knowledge and experience with radiochemical separation and nuclear counting techniques (alpha, beta and gamma spectrometry), applied research (e.g. radionuclide behaviour and migration, nuclear fuel cycle) and field techniques.
3. Demonstrated experience managing multiple laboratories, leading a team of analysis/laboratory personnel and ability to train staff and facility users.
4. Demonstrated ability to manage resources and achieve operational outcomes
5. Demonstrated experience in the provision of financial management, forecasting, planning (both financial and workforce/succession) and cost control.
6. Demonstrated ability to represent organisational interests at national and international forums
7. Strong interpersonal and communication skills with the ability to interact and communicate with a varied and multidiscipline audience and to develop and maintain productive working relationships.
8. Extensive experience operating within laboratory quality, safety and regulatory requirements (WHS, radiation safety, ARPANSA regulations, quality systems).

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:	Jennifer Harrison	Name:	Miles Apperley
Title:	Leader, Nuclear Stewardship	Title:	Head of Platforms, Research Infrastructure
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour