

POSITION DESCRIPTION

Position Title:	Project Engineer
Cluster / Business Unit / Division	Engineering & Technical Services
Section or Unit:	Nuclear Mechanical Engineering
Classification:	Band 5/6
Position Description Number:	PD-0460
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The **primary objective** of the Project Engineer is to design and develop engineering products/solutions to meet customer requirements including manufacturing, testing, and commissioning and to ensure products conform to statutory regulations and procedures.

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.

This position works within the Special & External Projects Group of ANSTO Maintenance & Engineering (AME). The Special & External Project's Group resides within AME Engineering and is comprised of a number of customers facing Portfolio's and Programs as indicated on the AME Organisational Chart. Other sections within AME Engineering include the Technical Services Group and the Systems Safety & Reliability Group. This position can be assigned to any one of the Portfolio's or Programs within Special & External Projects depending on priority and workload.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for the Band 5 position include:

- Assist in the design and development of nuclear and mechanical engineering problems by applying relevant expertise and professional skills, under the supervision of a more senior team member.
- Work closely with manager to outline scope, undertake cost estimate, recommend feasible solution and ensure final product meets customer requirements by maintaining regular contact.
- Participate in the complete engineering process from concept development through to product manufacturing and commissioning to ensure customer satisfaction.
- Conceptualise and conceive design approaches to ensure engineering solutions are fit for purpose, cost-effective & practical.
- Complete 3D Modelling to develop and design concepts into virtual reality to better describe design proposals to customers, as required.
- Undertake prototype development and validation by set-up testing procedures and equipment to ensure product conforms to international standards and statutory requirements.
- Assist core projects of the Unit by undertaking design work (components of large project) under the supervision of Project Leader and support project management by ensuring timelines are met, budget is controlled, and risk are managed.

- Work as part of team in delivering product solutions to customers.

In addition to performing all Band 5 key accountabilities, the key accountabilities for a Band 6 position include:

- Utilise matured project management methodologies to undertake design work including leadership of a small team, ensuring timelines are met, budget is controlled and risks are managed. Source resources, budgets, staff and materials to undertake project including undertake costing of job.
- Utilise judgement to independently assess priorities of project tasks and job flow to deliver complete project.
- Undertake research and development to create one off solutions for clients.
- Represent ANSTO nationally and internationally and build networks to develop sharing of information.
- Maintain database of projects to ensure accurate reporting to management.

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 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, the (section/unit or higher) strategy and (section/unit) 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 the successful candidate 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.
- Example: Determine key work priorities within the context of agreed work plans and will consult with the Portfolio Leader or their delegate on complex, sensitive and major issues that have a significant impact on the AME Portfolio.
- 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

The major challenges for this position include:

- Developing nuclear engineering knowledge and maintaining currency of professional knowledge,
- Designing innovative & creative solutions as necessary where there may be few precedents,
- Ensuring stringent nuclear design regulations and applicable codes & practices are adhered to, including those relating to safety & nuclear technology.

KEY RELATIONSHIPS

Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement and 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

Work area team members	<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
Direct Reports	<ul style="list-style-type: none"> • Nil
Indirect Reports	<ul style="list-style-type: none"> • 6-8 when assigned to projects that is being managed by this position holder
Clients	<ul style="list-style-type: none"> • Understand their requirements • Seek approval for solutions • Agree scope of work, quality, timing and cost
External	
Regulators, ARPANSA, TGA etc.	<ul style="list-style-type: none"> • Understand their requirements through knowledge of Codes • prepare submissions/ reports which demonstrate compliance and attend audits

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the ANSTO Nuclear Medicine Portfolio Leader AME
Direct Reports	Nil
Indirect Reports	6-8 when assigned to projects, this could increase depending on the execution strategy of a given Project.

Financial Data (2015/2016)	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	1-2 \$ Million in Project lifecycle costs
Assets	

Special / Physical Requirements	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Occasional travel both internationally and nationally
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 occasionally in radiation areas under tightly regulated conditions
Hours:	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 as required

Workplace Health & Safety	
	All Workers

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	Officer (definitions found in appendix A of AP-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

As per published org chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience for a Band 5 position include:

1. Degree in Mechanical, Electrical, Mechatronics or Nuclear Engineering or relevant discipline
2. Solid industrial engineering experience working within the nuclear and/or mechanical engineering field
3. Ability to develop detailed working designs from requirements & concepts
4. Demonstrated capability to successfully apply theories into practice
5. Demonstrated task management skills
6. Good written & verbal communication skills
7. Ensure all work undertaken conforms to Australian Standards, quality procedures and other statutory requirements
8. Willingness to pro-actively share knowledge, information and insight with team members.

In addition to demonstrating strong knowledge, skills and experience at a Band 6 level, the Band 6 position also requires:

1. Well developed project management skills
2. Significant industrial engineering experience working within the nuclear and/or mechanical engineering field
3. Ability to develop and introduce innovative approaches to improving processes and practices.
4. Demonstrated experience in take responsibility for actions, projects and people within team including motivating, coaching and mentoring staff.

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:	Kevin Sherlock	Name:	David Filipetto
Title:	Portfolio Leader	Title:	General Manager Special & External Projects
Signature:		Signature:	
Date:		Date:	