



POSITION DESCRIPTION

Position Title:	Emergency Operations Manager
Cluster / Business Unit / Division	High Reliability
Section or Unit:	Work Health & Safety
Classification:	Band 7 / Competitive Salary
Position Description Number:	PD-0995
Work Contract Type:	Professional

POSITION PURPOSE

The primary purpose of the Emergency Operations Manager (EOM) is to coordinate ANSTO's emergency response capabilities to effectively deal with all hazard types. The Emergency Operations Manager has overall responsibility for the emergency management program and provides advice and support to meet agreed local, National, and international obligations regarding emergency management.

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.

ANSTO Lucas Heights Campus has over 100 built structures and supporting infrastructure and can have in excess of 1200 people onsite. The site operates a system of internal alarms that require monitoring and response by the Emergency Response Team. The role supports emergency management and planning across all ANSTO campuses.

The Position sits within the High Reliability team. The High Reliability team is comprised of a range of professionals who provide safety services to the organisation. The key areas are conventional health and safety, radiation and nuclear safety, risk assessment, investigations, rehabilitation, occupational hygiene, and health services. Typical hazards encountered at ANSTO include; radiation, working at heights, confined spaces, construction, demolition, chemicals, gases, noise, ergonomic and biological hazards.

The role works closely with the Radiation Emergency Manager, radiation protection group, executive, committees, agencies and stakeholders to prepare, prevent, mitigate, respond to and recover from natural and technological emergencies. In addition, the Emergency Operations Manager is a part of a local, and regional response network that contributes to external emergencies. Radiological and Nuclear Emergency preparedness and response is supported by the ANSTO Radiation Protection Services team.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Ensure ANSTO satisfies its obligations for response to all emergencies occurring as a consequence of its operations.
- Conduct risk-based preparation for response in relation to emergency management capabilities of both current and proposed operations.
- Manage the ANSTO Emergency Response Team (ERT) contract in consultation with the relevant organisational stakeholders.
- Support and direct the ANSTO Incident Control Team in consultation with the relevant organisational stakeholders.
- Provide guidance and subject matter expertise to; supporting emergency roles, staff, executive, Crisis Management and Business Resilience teams.
- Ensure ANSTO's ERT and other non-radiological specialised response teams are suitably trained to carry out their roles, through the development of training drills and refresher exercises to maintain and build on knowledge and experience.
- Work closely with the Radiological Emergency Manager to provide an integrated approach to radiation and nuclear incidents.
- Maintain an awareness in regard to radiation and nuclear preparedness and response to assist the Radiological Emergency Manager.
- Manage and maintain the preparedness and capability of the ANSTO Emergency Operations Centre including staffing and training requirements.
- Support ANSTO business units and licenced facilities in maintaining and testing their local emergency response arrangements including assisting and coordinating emergency drills and exercises as well as supporting improvement initiatives.
- Ensure emergency response and training activities comply with ANSTO WHS management system, regulations and other policies and guidelines.
- Maintain ANSTO's Emergency Management Plans and associated standards, guidance material, alarms and training resources in accordance with legislation and international best practice.
- Ensure effectiveness of ANSTO's emergency response arrangements through continued development, review and improvement as Chair of the Emergency Management Planning and Review Committee, and as a member of the ANSTO Business Resilience Standing Committee.
- Coordinate suitably qualified representation of ANSTO as a subject matter expert at local, state, national and international forums and ensure ANSTO emergency response arrangements are compatible with best practice.
- Liaise with internal and external stakeholders and combat agencies.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards, and resource parameters.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided 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.

- The position determines key work priorities within the context of agreed work plans and will consult with the manager and stakeholders on complex, sensitive and major issues that have a significant impact on the unit.
- The position has the ability to draw on ANSTO resources to meet the requirements of all aspects of emergency planning, response, and management. Eg. Training, representation, management.
- 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

- Manage the training, development, and availability of a variety of ANSTO staff and coordinate the work of these staff against competing work priorities.
- Manage a budget and financials to cover equipment, costs of specialist training and activities conducted in the national interest.
- Achieving a balance between ANSTO's Emergency Operations workload and capabilities from national and international obligations with other ANSTO and local demands.
- Communicating and negotiation with key senior staff and representatives or other government agencies and professional organisations, to achieve desired outcomes for ANSTO.

KEY RELATIONSHIPS

The position's key internal customers include various business areas and campuses across ANSTO. The EOM works closely with the various Subject Matter Experts e.g. Site Emergency Planning Committees, Radiation Protection, Asset Management and Work Health & Safety, who provide specialist resources. The EOM has the ability to draw on these resources as required.

External stakeholders include Australian Defence Force, Australian Emergency Management, State and other Australian emergency response organisations, regional Government partners, the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and Comcare.

Who	Purpose
Internal	
Manager, Work, Health & Safety	<ul style="list-style-type: none"> • Receive guidance and direction. • Provide expert, authoritative and evidence-based advice. • Recommend and gain endorsement for plans, goals and other initiatives.
Radiation Emergency Manager (RPS)	<ul style="list-style-type: none"> • Collaborate with Radiation Protection Services who provide specialist resources to meet the requirements of radiation and nuclear emergency management. • Providing expert advice, analysis, training, and resources pertaining to emergency preparedness and response. • Contribute to group decision making processes, planning and goals.
Business Resilience Manager	<ul style="list-style-type: none"> • Collaborate and assist with the business resilience framework.
Key employees across ANSTO business units/ campuses.	<ul style="list-style-type: none"> • To manage in relation to emergency preparedness and response • Coordinate their development and training

	<ul style="list-style-type: none"> • Upon emergency escalation, provide any required support to staff to manage the emergency accordingly.
Work area team members	<ul style="list-style-type: none"> • Collaborate with Subject Matter Experts across ANSTO who provide specialist resources. E.g.: RPS, WHS and AME • Provide expert advice and analysis on a range of matters pertaining to emergency preparedness and response • Contribute to group decision making processes, planning and goals • Negotiate and resolve conflicts
Emergency Planning Committee/s	<ul style="list-style-type: none"> • Manage and assist in relation to emergency preparedness and response to ensure a consistency of approach and implementation of the various plans and arrangements. • Provide expert advice and analysis on a range of matters pertaining to emergency preparedness and response.
Key Stakeholders	<ul style="list-style-type: none"> • Collaborate and work closely with key internal stakeholders eg Business areas, Security and Safeguards, ANSTO Security Operations Centre (ASOC)
External	
Senior Commonwealth and State personnel	<ul style="list-style-type: none"> • To co-ordinate and co-operate in the emergency preparedness and response requirements in line with state, national and international guidance and plans.
Key Stakeholders	<ul style="list-style-type: none"> • Sutherland Shire LEMO • NSW REMO's • AFP Response Commanders • Local External Emergency Services Commanders • Collaborate and work closely with key external stakeholders

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Work Health & Safety. Member of the ANSTO Business Resilience Standing Committee.
Direct Reports	The Emergency Operations Manager manages the ANSTO contracted Emergency Response Team.
Indirect Reports	The Emergency Operations Manager coordinates ANSTO employees that make up the various emergency response teams via the Emergency Planning Committee. eg. Consequence Assessment Team (CAT) Building Wardens (BW), Incident Controllers (IC), Bush Fire Response Team (BFRT)

Special / Physical Requirements	
Location:	Lucas Heights. Working in different areas of designated site/campuses as needed.
Travel:	May be required travel to other ANSTO sites from time to time. Infrequent travel to ANSTO sites within Australia. Infrequent travel both internationally and nationally. Infrequently required to work in remote locations

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer). Labor intensive physical requirements (sitting, standing, occasional manual handling up to 10kg). Standing for long periods. Occasional working in a loud environment. Occasional public speaking. Infrequently wearing of personal protective equipment for the handling of hazardous and/or radioactive materials. Infrequently working in confined space environment including wearing respiratory equipment.
Radiation areas:	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. Maybe required to work adhoc hours to co-ordinate and oversee emergency incidents.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate Federal Government clearance (NV1).

Workplace Health & Safety

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors 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. Demonstrable experience in managing and coordinating all hazards emergency preparedness and response in hazardous facilities, industrial operations or public venues.
2. Formal qualification in Public Safety (Emergency Management).
3. Accreditation through an appropriate professional body (Desirable).
4. Formal qualification or demonstrable experience in Business or Frontline Management. (Desirable).
5. Formal training in the Australasian Inter-service Incident Management System. (Desirable).
6. Knowledge and experience in relevant WHS, Emergency, Crisis Management legislation.
7. People management experience with the ability to identify and coordinate teams with the requisite skills and experience to create an effective emergency response and control organisation.
8. Knowledge and experience in a broad range of emergency response skills and capabilities e.g.: dynamic risk assessment, compressed air breathing apparatus (CABA), working at heights,

vertical rescue, firefighting, radiological assessment, confined space entry, alarm response and low voltage rescue techniques.

9. Experience developing, implementing and managing specific hazard protection practices in a range of environments e.g.: bush fire, power outages, chemical, biological, radiological, nuclear (CBRN).
10. Experience in developing All Agencies plans and communications across Federal and State jurisdictions.
11. Experience developing and delivering emergency training.
12. Experience in developing and maintaining Asset Management Plans. (Desirable).
13. Demonstrated leadership qualities, mentoring experience and willingness to share knowledge and skills within relevant ANSTO teams.
14. High level communication and negotiation skills with the capacity to influence key senior staff and representatives of other government agencies and professional organisations.
15. Ability and experience in writing technical and high-level management documents and plans.
16. Proven track record in gaining buy-in and commitment at all levels and fostering collaborative relationships.
17. Proven project management and leadership skills.