

POSITION DESCRIPTION

Position Title:	Laboratory Manager
Cluster / Business Unit / Division	Nuclear Science & Technology – Research Infrastructure
Section or Unit:	Nuclear Stewardship – Nuclear Forensics
Classification:	Band 5
Job Family:	Research & Sciences
Position Description Number:	PD-1724
Work Contract Type:	Professional/Technical
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Laboratory Manager provides management of the operational activities of the Nuclear Forensics capability area by ensuring efficient and compliant operation, maintenance and use of laboratory facilities, equipment 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.

Nuclear Science & Technology (NST) incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NSTLI 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 is the custodian of ANSTO's mandated and site-essential capabilities housed within NST that respond to the needs of the Australian Government, industry and the community relevant to nuclear detection, nuclear forensics, radionuclide metrology, radioanalytical chemistry and environmental monitoring. These capabilities underpin ANSTO's ability to be responsive to and prepared for a range of nuclear stewardship related functions and responsibilities through the provision of reliable and trusted scientific and technical advice and specialised services.

The Nuclear Forensics capability area operates Australia's designated nuclear forensics laboratory and works in close cooperation and collaboration with internal and external stakeholders domestically and internationally. Nuclear Forensics has a high profile in international engagement and outreach to strengthen global nuclear security and provides trusted advice and specialised services in support of needs of the Australian Government.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Under instruction of the Senior Manager, Radiological and Nuclear Security Science or delegate, lead the compliance with quality, safety, safeguards, security, environmental, and operational requirements of the laboratory.
- Contribute to a working environment which promotes teamwork and knowledge sharing, is collaborative and user focussed and achieves quality scientific outcomes and results.
- Supervise and co-ordinate laboratory users, providing instruction, guidance, direction, training and technical leadership to facilitate the access and use of the laboratory by users, collaborators and contractors.
- Manage facilities and equipment through an asset management framework and improvement program to ensure reliability of assets, productivity and availability.
- Assume responsibility for the ongoing quality of experimental results through ensuring that laboratory equipment maintenance and calibration is undertaken and recorded appropriately, quality control measures are performed and tracked, and documentation of methods and procedures and associated data are appropriately recorded and managed.
- Practice good laboratory housekeeping/tidiness including ensuring adequate stock of chemicals and consumables is maintained for new and existing users.
- Utilise specialist technical and scientific knowledge and expertise to conduct, examine, interpret, check and validate laboratory methods and results to provide scientific analysis and ensure accuracy of results produced.
- Assist with domestic and international engagement and outreach projects, through providing support to the project lead in organising, coordinating and implementing training exercises and workshops.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, NSTLI strategy, Nuclear Stewardship and Nuclear Forensics capability area objectives provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position will be provided with the parameters in which to operate the laboratories and facilities. The position has some independence in determining the tasks and activities required to achieve day-to-day operational outcomes.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and services provided to users and staff, and is required to ensure that decisions are based on sound evidence.
- Daily work priorities are determined within the context of agreed work plans and schedules, consulting with line management on complex, sensitive and major issues that have a significant impact on the laboratory operations.
- 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

- Ensuring the laboratory and its users are compliant with applicable legislation, standards, policies and best practices (e.g. Workplace Health and Safety and ISO9001 requirements).
- Managing time effectively and being adaptable to satisfy needs of multiple internal and external customers.
- Managing resources in order to keep on top of multiple projects and ensure the timely delivery of outcomes.
- Having a clear understanding of information security requirements and a commitment to the application of protective measures.
- Progressively gaining a reputation in the field of nuclear forensics, through support to technical development work, outreach projects and communicating outcomes.

- Operating effectively within the team as a team member and technical specialist.
- Working safely to reduce risk to self and others.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Line Manager	<ul style="list-style-type: none"> • Receive direction and guidance • Provide authoritative and evidence based advice • Recommend and gain endorsement for improvement or development of plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Provide and receive supervision, instruction, direction, support, training and technical leadership • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve scheduling or laboratory access conflicts
ANSTO Users (scientists, researchers, post-docs) Other NSTLI staff accessing laboratories & facilities	<ul style="list-style-type: none"> • Co-ordinate laboratory availability and usage • Develop sample processing strategies • Assess competence to undertake activities within laboratory/s • Understand user requirements and desired outcomes • Provide technical advice, analysis and training
External	
Users (scientists, researchers, post-docs, students)	<ul style="list-style-type: none"> • Co-ordinate laboratory availability and usage • Develop sample processing strategies • Assess competence to undertake activities within laboratory/s • Understand user requirements and desired outcomes • Provide technical advice, analysis and training
Suppliers	<ul style="list-style-type: none"> • Purchase laboratory consumables, chemicals and equipment

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Manager, Radiological and Nuclear Security Science
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites within Australia occasionally Infrequent travel both internationally and nationally May be required to undertake field work in remote locations from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Laboratory facility physical requirements (lifting, sitting, standing, operating equipment, manual handling up to 20 kg) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials

Radiation areas:	Perform duties with and 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 Required to hold the appropriate national security clearance

Workplace Health & Safety

Specific role/s as specified in AP- All Workers

2362 of the ANSTO WHS

Management System

May be required to undertake one or more of the specified roles within the context and course of their duties

Area Supervisor

Building Manager

Building Warden

Contractor Supervisor

Source Responsible Officer

Nominated Safeguards Authorised Officer

SRA Process Owner

ORGANISATIONAL CHART

Refer to published organisational chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant field of science (chemistry, radiochemistry, environment, forensic science), or related discipline.
2. Extensive experience in a scientific field.
3. Demonstrated experience operating within and overseeing others to adhere to applicable standards, regulations and legislation (radiation safety, ARPANSA regulations, quality systems etc.).
4. Demonstrated experience in supervising, providing safety and operational training and instruction to laboratory/facility users of varying skills and abilities.
5. Ability to work under limited supervision, prioritise work and respond to changing priorities and deadlines.
6. Experience and proactive approach to following policy, procedures and guidelines.
7. Willingness to provide experimental support to other scientists.
8. Advanced technical writing skills.
9. Willingness to learn, adapt and develop improved processes and procedures.
10. Strong interpersonal and communication skills with the ability to interact and communicate with a varied and multidiscipline audience.
11. Demonstrates personal qualities that will add value to the work group.

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:	Tegan Bull	Name:	Jennifer Harrison
Title:	Senior Manager, Radiological and Nuclear Security Science	Title:	Leader, Nuclear Stewardship
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