



## POSITION DESCRIPTION

<b>Position Title:</b>	OPAL Licensing Officer
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine/Reactor Operations
<b>Section or Unit:</b>	Technical Support Group
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Compliance & Regulation
<b>Position Description Number:</b>	PD-0857
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM

### POSITION PURPOSE

The primary objective of the OPAL Licensing Officer is to manage and coordinate the day-to-day interface between Reactor Operation and the relevant Commonwealth regulatory authorities, particularly the Australian Radiation Protection And Nuclear Safety Agency (ARPANSA) and via the ANSTO Chief Security Officer, the Australian Safeguards and Non-proliferation Office (ASNO). This will include:

- Facilitate compliance with ARPANSA licence conditions, the ASNO permit and other regulatory requirements, including the collation of information and subsequent preparation of periodic reports (e.g. quarterly reports) to appropriate regulatory authorities;
- Facilitate and coordinate the timely responses to regulatory issues and ensure the effective control and integration of safety and licensing activities within Reactor Operations.

### 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 Nuclear Operations and Nuclear Medicine group brings together the key areas of Reactor Operations, the commercial businesses of Health, ANSTO Nuclear Medicine (ANM) and Waste Management.

Reactor Operations provides nuclear services to ANSTO for the purpose of supporting the strategic objectives of the organisation. This includes the provision of neutron beams for research institutes and irradiation services to Health and ANM for the purpose of the manufacture and sales of radiopharmaceutical and radiochemical products.

The Licensing Officer reports to the Leader, Technical Support Group in relation to licensing and regulatory activities and is an understudy to this position in this respect. The position's key internal customers include all Reactor Operations staff and other ANSTO staff (e.g. AME) involved with OPAL. The external customers would principally be the Australian nuclear regulator ARPANSA, the Australian security and safeguards regulator ASNO (via the ANSTO Chief Security Officer) and other Commonwealth regulators as required.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for this position include:

- Ensuring quarterly reports and any other information required under the source and facility licences are prepared and submitted in accordance with those licences.

- Ensuring the Opal safety case is maintained consistent with ANSTO safety and licensing requirements and with the appropriate authority and regulatory requirements.
- Providing technical expertise in relation to licensing and regulatory issues in support of Reactor Operations, including the review of safety categorisations of activities and modifications.
- Assisting the interface between ANSTO Reactor Operations and the principal regulator, ARPANSA. This includes coordinating appropriate responses to safety and licensing issues raised by ARPANSA and other Commonwealth regulators.
- Contributing to the development, implementation and maintenance of the BMS to ensure that the Reactor Operations division complies with regulatory, organisational and industry safety, quality and environmental standards.
- Coordinating the safety assessment and safety analysis work done by ANSTO and contractor(s) (where applicable) and also the preparation of relevant safety cases. Includes implementation and review of Reactor Operations documentation (including procedures, instructions, modification submissions) relevant to safety and licensing aspects within Reactor Operations. This includes participation in Reactor Assessment Committee (RAC) reviews of submissions and acting as understudy for the Chair of the RAC when required.
- Coordinating one or more projects, or tasks within projects. Including coordination of the project or tasks, conception and development of project ideas and maintaining visibility of the project with internal and external stakeholders.
- Building strong relationships with clients and regulators to assist with the negotiation of effective outcomes.
- Preparing monthly Safety Performance Indicators (SPIs) reports and the maintenance of the SPI reporting system.
- Undertaking additional duties as required and during periods of leave of other staff.
- Fulfilling OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

### **Decision Making**

- The position works within a framework of regulation, standards and procedures. Within this framework the position has some independence in determining how to achieve objectives of the Business Management System and associated support requirements.
- The ANSTO values, organisational corporate plan, divisional business plan and strategy objectives provide a context for the position.
- The position is accountable for the accuracy, integrity and quality of the documentation they produce.
- 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 and maintaining knowledge of the OPAL safety case consistent with ANSTO safety and licensing requirements and with the appropriate regulatory requirements.
- Developing and maintaining a relationship with ARPANSA and other Commonwealth regulators in conjunction with the ANSTO Regulatory Affairs Officer.
- Maintaining knowledge of industry best practice and new technology.
- Prioritising work and completing tasks within deadlines with the resources available.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice on safety assessment, safety analysis and regulatory matters</li> <li>• Staff engagement and quality recruitment</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Reactor Operations staff	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on safety assessment, safety analysis and regulatory matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
ANSTO Regulatory Affairs Officer	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on safety assessment, safety analysis and regulatory matters</li> <li>• Facilitate and coordinate a one-ANSTO approach to the interface with ARPANSA</li> </ul>
ANSTO Chief Security Officer	<ul style="list-style-type: none"> <li>• Coordinate a one-ANSTO approach to the interface with ASNO</li> </ul>
<b>External</b>	
ARPANSA	<ul style="list-style-type: none"> <li>• Manage and coordinate the day-to-day interface between Reactor Operation and ARPANSA</li> </ul>
ASNO	<ul style="list-style-type: none"> <li>• In conjunction with the ANSTO Chief Security Officer, manage and coordinate the interface between Reactor Operation and ASNO</li> </ul>
IAEA	<ul style="list-style-type: none"> <li>• Participate in IAEA activities in relation to safety assessment, safety analysis and regulatory matters as appropriate</li> </ul>

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Leader Technical Support Group
Direct Reports	Nil
Indirect Reports	Nil

### Financial Data (2021/2022)

	<b>Nil</b>
Revenue / Grants	<a href="#">Nil</a>
Operating Budget	<a href="#">Nil</a>
Staffing Budget	<a href="#">Nil</a>
Capital Budget	<a href="#">Nil</a>
Assets	<a href="#">Nil</a>

### Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to 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) Public speaking

Radiation areas:	Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions
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 (NV1)

### Workplace Health & Safety

Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	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



OF 44 available via ACS.

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering or Science or equivalent experience
2. Thorough understanding of analytical, technical and general engineering terms.
3. Familiarity with the Australian nuclear regulatory regime and with the OPAL safety case.
4. An understanding of the implementation of safety management systems and safety/risk assessment methodologies and processes.
5. Developed technical writing skills including attention to detail coupled with and an understanding of ANSTO's operations to enable contribution to briefs, including responses to Government, ministerial and departmental enquiries.
6. Reliable and deadline driven, to proactively following through, when attending to ANSTO and customer interests within budget.
7. Excellent communication and negotiation skills with the ability to share information and contribute to the team's project planning and activities and interact with staff and stakeholders of varying backgrounds and experiences to establish productive working relationships.
8. Project management skills include setting goals and objectives, leading negotiations and motivating multi-disciplinary or specialist project teams, monitoring and reviewing work.
9. An understanding of AS 4801 safety management, ISO 9001 quality management and ISO 14001 environmental management principles that support compliance with regulatory requirements.
10. Experience using database software for reporting requirements.

### 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:	Mark Summerfield	Name:	Pamela Naidoo-Ameglio
Title:	Leader Technical Support Group	Title:	Group Executive, Nuclear Operations and Nuclear Medicine
Signature:		Signature:	
Date:	26/05/22	Date:	26/05/2022