

## POSITION DESCRIPTION

<b>Position Title:</b>	Environmental Monitoring Officer
<b>Cluster / Business Unit / Division</b>	Nuclear Science & Technology – Research Infrastructure
<b>Section or Unit:</b>	Nuclear Stewardship – Environmental Monitoring
<b>Classification:</b>	Band 4
<b>Job Family:</b>	Science
<b>Position Description Number:</b>	PD-1262
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The primary objective of the Environmental Monitoring Officer is to characterise ANSTO's radiological effluent releases and associated environmental footprint through conducting the Environmental Monitoring Program. The position supports the Environmental Monitoring Scientist(s) to complete the scheduled program of sampling, radioanalytical measurements and compliance reporting to stakeholders and regulators.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

Nuclear Science & Technology (NST) incorporates ANSTO's research groups, research infrastructure and associated capabilities. NST conducts research and development in relation to nuclear science and technology, connecting people, transferring knowledge and providing 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 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 **Environmental Monitoring Group** provides data and advice on airborne radiological discharges from ANSTO's licenced facilities. Samples from the local environment are also collected and analysed to assess the radiological impact of emissions on stormwater, groundwater, air and soil. The group maintains networked meteorology and radiation stations at Lucas Heights and in the local area, which support ANSTO's emergency arrangements including modelling plume movements and potential offsite doses based on real-time weather data.

## **ACCOUNTABILITIES & RESPONSIBILITIES**

### **Key Accountabilities**

- Conduct monitoring of ANSTO's airborne stack emissions including collection and preparation of samples and completing radiological analysis within the specified timeframe.
- Prepare a weekly Stack Discharge Report that fulfils licencing, QA and ANSTO requirements, evaluating the stack emission data against ANSTO and regulatory standards.
- Collect, process and analyse various environmental samples (eg, air, particulates, ground water, surface water, soils/sediment, liquid effluent, biosolids and marine biota) from the Lucas Heights site and local area, in accordance with the Environmental Monitoring Program.
- Develop proficiency in radio-analytical techniques including gamma spectroscopy, liquid scintillation counting and alpha/beta counting techniques.
- Undertake all work within a quality assurance framework to ensure that the data generated is reliable and accurate, in accordance with relevant guidelines and standards.
- Assist with compiling data and statistical analysis for reports on ANSTO's environmental performance to internal and external stakeholders.
- Source and procure materials/chemicals/consumables ensuring inventory and relevant safety documentation are kept up to date, and ensure laboratory housekeeping is maintained to a high standard;
- Conduct analysis of samples for internal, external and commercial clients, including preparation of technical reports.
- Provide support across the EM group undertaking extra duties as required, particularly during periods of high demand or leave of other staff.
- Support ANSTO's Environmental Management System by assisting with the response to environmental events and requests for non-routine monitoring in a timely manner.
- Contribute to a collaborative working environment which promotes teamwork and knowledge sharing, is client-focussed, and achieves quality scientific results and outcomes.
- Fulfil Safety, Security, Quality and Environmental responsibilities as specified in AG 2362 of the ANSTO WHSE system and the ANSTO Business Management System.

### **Decision Making**

- The ANSTO values, organisational corporate plan, integrated business planning process, NST strategy, Nuclear Stewardship Business Plan and Environmental Monitoring group objectives provide the context for the position.
- The position works within a framework of legislation, policies, professional standards and resource parameters.
- The position holder is fully accountable for the accuracy, integrity and quality of the content of advice provided to stakeholders; and is required to ensure that decisions are based on sound evidence.
- Daily work priorities are determined within the context of the Environmental Monitoring schedules and agreed work plans. The position holder has some independence in determining the tasks and activities required to achieve day-to-day operational outcomes (under broad supervision) and will consult with line management on complex, sensitive or major issues that may impact on Environmental Monitoring 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**

- Maintaining current knowledge of applicable ANSTO policies, Regulatory frameworks and compliance requirements.
- Manage multiple tasks, prioritise work and effectively plan activities to meet EM program objectives and project deadlines.

- Keeping abreast of developments in the field of environmental monitoring to contribute to continuous improvement.
- Calibrating, maintaining and troubleshooting a wide range of scientific instruments and equipment to ensure the data generated meets quality assurance objectives.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Line Manager	<ul style="list-style-type: none"> <li>• Receive direction and guidance.</li> <li>• Provide authoritative and evidence-based advice.</li> <li>• Recommend and gain endorsement for plans, goals and other initiatives.</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide and receive supervision &amp; technical instruction, coordinate work plans.</li> <li>• Collaborate and share accountability.</li> <li>• Engage in training and learning.</li> </ul>
Internal stakeholders: Licenced Facility Officers and Operators; Radiation Protection Services; Scientists, Researchers, ANSTO Staff	<ul style="list-style-type: none"> <li>• Understand user requirements and desired outcomes.</li> <li>• Provide technical advice, analysis and/or training.</li> <li>• Support organisational or commercial projects.</li> </ul>
<b>External</b>	
Commercial clients (eg State Authorities, Councils, Industry)	<ul style="list-style-type: none"> <li>• Understand client requirements and desired outcomes.</li> <li>• Co-ordinate sample analysis and prioritisation.</li> <li>• Provide technical advice.</li> </ul>
Regulatory bodies (eg ARPANSA)	<ul style="list-style-type: none"> <li>• Support inspections and audits.</li> </ul>
Suppliers & service providers	<ul style="list-style-type: none"> <li>• Purchase laboratory consumables, chemicals and equipment.</li> <li>• Arrange repairs/calibration/maintenance of equipment.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Manager, Environmental Monitoring
Direct Reports	Nil
Indirect Reports	Nil
<b>Financial Data</b>	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights & local environs. Working in different areas of designated site/campus as needed.
Physical:	<ul style="list-style-type: none"> <li>• Wearing personal protective equipment when working in noisy or dusty environments or when handling hazardous and/or radioactive materials.</li> </ul>

	<ul style="list-style-type: none"> <li>• Labour-intensive physical requirements (sitting, standing, frequent manual handling tasks, lifting up to 20kg).</li> <li>• Work at Heights e.g. scale fixed ladders, climb 50m meteorology tower and work on elevated platforms.</li> <li>• Ability to work outside for extended periods</li> <li>• Laboratory work may require standing for long periods and operating equipment.</li> <li>• Office-based physical requirements: sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer.</li> <li>• Occasional public speaking (at conferences and in-house meetings or events).</li> <li>• Occasional work in semi-confined spaces.</li> </ul>
Hours:	Willingness to work varied or extended 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, including for Work at Heights. Required to hold the appropriate national security clearance.
Licences:	A current drivers licence is required with the capability to drive (or learn to drive) a 4WD.

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	<p>All Workers may be required to undertake one or more of the specified roles within the context and course of their duties, eg</p> <ul style="list-style-type: none"> <li>• Area Supervisor</li> <li>• Building Warden</li> <li>• Contractor Supervisor</li> <li>• First Aid Officer.</li> </ul>
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## ORGANISATIONAL CHART

Refer to published Organisational Chart.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Chemistry, Biology, Environmental Science or related field (essential).
2. Experience working in a laboratory with chemicals and other materials (essential)
3. Knowledge of chemical and/or radiological analysis techniques (essential), with particular emphasis on airborne and liquid effluents and/or environmental samples (desirable).
4. Strong focus on meeting deadlines whilst maintaining attention to detail (essential).
5. Fieldwork experience eg operating environmental field sampling equipment or performing groundwater, surface water and air sampling (desirable).
6. Evaluation and interpretation of data using appropriate statistical techniques (desirable).
7. Experience in trouble-shooting technical issues with equipment and mechanical aptitude (desirable).
8. Competent in the use of computers and Microsoft software applications eg MS Productivity suite, Excel, Word, Powerpoint (essential).
9. Strong customer focus and experience dealing with clients (desirable).
10. Ability to follow standard procedures, regulations and WHS requirements and understanding of QA requirements (essential).

11. Strong interpersonal and communication skills with the ability to interact and communicate with a varied and multidisciplinary audience.

**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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Emmy Hoffmann	Name:	Jennifer Harrison
Title:	Manager, Environmental Monitoring	Title:	Leader, Nuclear Stewardship
Signature:		Signature:	
Date:		Date:	

**Appendix 1**

<b>ANSTO Job Families</b>
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