

## POSITION DESCRIPTION

<b>Position Title:</b>	General Manager of NST Support Services
<b>Cluster / Business Unit / Division</b>	Nuclear Science and Technology
<b>Section or Unit:</b>	NST Support Services
<b>Classification:</b>	Band 9
<b>Job Family:</b>	Operations
<b>Position Description Number:</b>	PD-2228
<b>Work Contract Type:</b>	Senior Leadership
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The General Manager of NST Support Services is responsible for providing expert leadership, direction and advice in the development, delivery, adoption and operation of systems, processes and capabilities that support Nuclear Science and Technology (NST).

The role leads activities and projects that connects, transfers and provides systems and knowledge which are developed through Research and Research Infrastructure platforms, delivering economic, social and sustainable outcomes which benefit Australia.

### 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.

NST incorporates ANSTO's research, innovation, landmark research infrastructure and associated Platforms and capabilities. NST 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.

NST Support Services provides high quality services to NST and ANSTO and delivers research and research infrastructure outcomes and translates outputs generated from research and development conducted in NST into products, services and new intellectual property.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide effective leadership and direction of the NST Support Services group, including the Research Office (which includes the Knowledge Centre, Assurance Office, Operational Excellence and NST Group Office), User Office (Lucas Heights and Clayton), NST Industry and Stakeholder Engagement, Vivarium Facilities, and Synchrotron Industry and External Engagement.
- Develop, implement and deliver a strategic and collaborative program to build research and development support services within NST and provide a foundation for future growth to better support NST in delivering nuclear science and technology outcomes for the benefit of all Australians.
- Provide effective leadership and representation for NST in coordinating support services from other parts of ANSTO including IT, Finance, HR, Safety and, where appropriate, providing a dot-line report to these functions for NST.

- Understand and define ANSTO's national and global market roadmaps, with a focus on how NST can deliver value by working co-operatively with those responsible for ANSTO's business interests, facilities and operations and ANSTO stakeholders and user communities.
- Provide leadership, delegation, opportunities, systems and incentives that will promote a flexible high-performance culture that optimises NST's capabilities and new and sustainable research opportunities and revenue for ANSTO.
- In co-operation with the Group Executive NST, Head of Research and other members of the NST Leadership Team, implement the strategy by being responsible for developing plans, goals, targets and priorities for the User Office and interfaces, compliance and quality, business management, and administrative requirements for NST.
- Communicate widely and with influence, gaining support for the ANSTO and NST strategies, initiatives and plans.
- Provide timely, expert and authoritative advice to the Group Executive NST and the NST Leadership Team on issues and priorities to inform the Executive, government and industry, and to support integrated strategy and program development and implementation.
- Develop and implement strategies to improve work practices, systems and processes to ensure the delivery of high quality streamlined and cohesive processes across NST.
- Lead, direct and oversee the functions of the NST Support Services group ensuring effective management of staff, budget, resources and compliance.
- Lead a team involved in provision of high quality strategic and technical advice and programs, foster and encourage collaboration and innovation and improve the skills base to further develop an integrated support capability.
- As a member of the NST Leadership Team, contribute to Group business and strategic planning in setting key priorities and targets and advocate new approaches to achieving organisational outcomes based on sound evidence and professional knowledge.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The General Manager of NST Support Services is a key role within the NST Leadership Team. The position leads direct reports to the Group Executive NST and is required to collaborate across NST to provide broad guidance, advice, exchange information and deliver on cross-organisational business development projects and sourcing additional funding opportunities.
- The position is responsible for the NST Support Services strategy and outcomes, and operates within a framework of legislation, policies, professional standards and resource parameters. Within this framework the General Manager of NST Support Services has considerable independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning and allocation of resources.
- The ANSTO values and organisation corporate plan, NST Strategy, NST business plans and excellence programs 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 Group Executive NST and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure in the absence of complete information or expert advice.
- The General Manager of NST Support Services determines key priorities and plans within the context of NST and NST Support Services strategy and objectives and will consult with the Group Executive NST on the more complex, sensitive and political issues that may have significant impact on the Group's and organisation's functions.
- 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

- Being a leader and embedding an effective and sustainable operating model during a period of significant cultural and organisational change and supporting and actively contributing to developing a high-performance workforce.
- Development and adoption of new and innovative technical, commercial and process approaches to enhance the outcomes from the Research and Research Infrastructure portfolios.
- Attracting and securing new and additional sources of funding within a competitive environment and ensuring the use of funding exceeds requirements and expectations of a diverse range of stakeholders.
- Contributing to the achievement of a collaborative approach and shared ownership, during a period of significant change, for consistent implementation of strategies and programs aligned to ANSTO values.
- Developing and enhancing strategies to expand the programs, such as bringing in specialists and expertise from other parts of NST, ANSTO and external bodies.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Group Executive NST	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Co-operate on strategic projects and development</li> <li>• Staff engagement and quality recruitment</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals.</li> <li>• Recommend and gain endorsement for business plans and goals and change management initiatives.</li> </ul>
NST Leadership Team	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, strategic planning and goals.</li> <li>• Co-operate on strategic and operational projects</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development.</li> <li>• Prioritise and delegate on strategic and operational projects</li> <li>• Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan.</li> </ul>
ANSTO Divisional Peers	<ul style="list-style-type: none"> <li>• Identify common areas of operations and efficiencies</li> <li>• Co-operate on strategic and operational projects</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
<b>External</b>	
Universities, Business Leaders, Industry, Scientific Institutions	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative and partnered relationships</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Manage existing funding arrangements</li> <li>• Identify and negotiate funding, revenue generating and collaborative opportunities</li> </ul>

National and international bodies, forums and taskforces	<ul style="list-style-type: none"> <li>Actively contribute and represent ANSTO and the Australian Government position</li> </ul>
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## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Group Executive NST
Direct Reports	5 <ul style="list-style-type: none"> <li>Manager, User Office</li> <li>Senior Manager Industry and Stakeholder Engagement</li> <li>Animal House Manager</li> <li>Senior Adviser, Synchrotron Science</li> <li>Manager, Business Excellence</li> </ul>
Indirect Reports	NST Support Services ~ 40

### Financial Data (2022/2023)

Revenue / Grants	N/A
Operating Budget	\$4.1m
Staffing Budget	\$4.1m
Capital Budget	Nil
Assets	Nil

### Special / Physical Requirements

Location:	Lucas Heights and Clayton and working in different areas of ANSTO as needed.
Travel:	Travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling).
Radiation areas:	May be required to work in radiation areas under tightly regulated 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

### Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) General Manager Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties. All Workers
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## ORGANISATIONAL CHART

Refer to published Organisational Chart.

## KNOWLEDGE, SKILLS AND EXPERIENCE

- Tertiary level qualification in business, research management, or other relevant areas, with experience and a record of outstanding achievement in implementing strategies that improve organisational performance within the research, science, technology or engineering industries.

2. Demonstrated experience leading the support of research including development and translation of research into product or service concepts. Experience managing projects and products, incorporating strategies and leveraging internal and external resources and partnerships.
3. Demonstrated senior level experience in developing and implementing innovative, targeted, cost effective and rigorous transformative, cultural and operational change programs.
4. Demonstrated capability to attract new and additional funding for programs and research and/or maximising returns on investment.
5. Experience leading multi-disciplinary teams, business growth and operational support programs within a large organisation; and the capacity to guide and develop managers and professionals to achieve optimal work performance.
6. Strong financial management experience including the ability to initiate and manage change, allocate resources effectively, and identify and manage risks.
7. Demonstrated experience in managing effective relationships with key stakeholders
8. Excellent communication and interpersonal skills, together with the capacity to negotiate, influence and persuade across government and industry.
9. Strong strategic thinking and planning skills and experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems.

#### 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:	Andrew Peele	Name:	Andrew Peele
Title:	Group Executive, Nuclear Science and Technology.	Title:	Group Executive, Nuclear Science and Technology
Signature:		Signature:	
Date:	23/06/2022	Date:	23/06/2022

## 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