



POSITION DESCRIPTION

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|---|---|
| Position Title: | Head of Manufacturing, Nuclear Medicine |
| Cluster / Business Unit / Division | Nuclear Operations and Nuclear Medicine |
| Section or Unit: | Manufacturing |
| Classification: | Band 9 |
| Job Family: | Manufacturing |
| Position Description Number: | PD-2229 |
| Work Contract Type: | Professional |
| STEMM/NON-STEMM: | STEMM |

POSITION PURPOSE

The primary purpose of the Head of Manufacturing is to deliver excellent outcomes for our Nuclear Medicine business and our customers. The role is part of the Nuclear Medicine senior leadership team, and significantly contributes to the objectives supporting safe, secure and sustainable supply of nuclear medicine.

The role is accountable to deliver the Nuclear Medicine objectives through 24x7 manufacturing across three nuclear manufacturing facilities. As a role model of ANSTO's values, you lead a team of 100 multi-disciplined and highly capable staff, ensuring your manufacturing facilities operate within our compliance obligations and the expectations of our business, teams and customers.

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 Nuclear Medicine, 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 Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is based upon the GMP Code of Manufacturing, where processes must meet certain standards and Quality Control (QC) is essential and also on just-in-time principles, where all processes are extremely time-critical.

Nuclear Medicine has a dominant market share position in Australia and is expanding into the global market. Nuclear Medicine Products operates under external regulatory requirements such as ISO 9001, ARPANSA and TGA, within ANSTO's procedural framework and in oversight by the ANSTO Board. Over 500,000 Australian patients benefit from Nuclear Medicine Products radiopharmaceuticals annually.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

Senior Leadership Team

- Provide input, advice and support to the General Manager, ANSTO and ANM Boards, and ANSTO on the strategic directions for the Nuclear Medicine Manufacturing, to ensure the long term strategic objectives of ANSTO and the Nuclear Medicine are aligned and plans are in place to meet set objectives.
- Deliver excellence as assessed by the business balanced scorecard and key performance indicators.
- Provide strategic input, coaching and mentoring for internal functions of quality, engineering, supply chain, compliance and capability, and externally in finance, safety and risk.

- Assist with the development of plans and processes for the installation and operation of new nuclear medicine products and capabilities.
- Assist with coherent planning for securing funding and installing new capabilities for the facility to promote the facilities growth.
- Contribute to high-level strategic and operational decision making as a Senior Manager and member of the Executive Management Team.
- Management of the functions human resources through selection, training, development, performance management and review, recognition and coaching/mentoring of direct and indirect employees. Ensure the sustainability of the function through effective succession and workforce planning, talent management and employee development activities.

Head of Manufacturing

- Development, maintenance and delivery of the manufacturing business plan to ensure the strategic goals of the facility are met and manufacturing services remain world-class.
- Lead the day-to-day manufacturing operations of Nuclear Medicine consistent with its compliance obligations, workforce plan, operational objectives and financial budgets, thus ensuring that service obligations to customers are met.
- Accountabilities and responsibilities associated with the Facility Officer and the TGA Manufacturing licence holder
- Provide leadership and commitment to achieving excellence by encouraging continuous learning, knowledge sharing and fostering an environment for creativity and innovation, to ensure that the facility stays at world-class or world-leading standard
- Support the delivery of the capital works program to maintain facility performance levels and reliability at a world-class standard and ensure all KPI's are met.
- Build and strengthen national and international networks to ensure the capabilities of ANSTO are widely recognised
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- Safe and compliant operations as required by ARPANSA and TGA
- Strategic and Operational KPI's for the Manufacturing
- Management of non-technical issues for direct and dotted line reports
- Matters relating to execution of delegated integration activities
- Operational matters relating to resources, proposals, new initiatives, projects, priorities, budgets, timelines etc. within the areas of responsibility that may be escalated to the role.
- Development opportunities and training for direct reports
- Performance related matters
- 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

- Leading a 24x7 manufacturing operation of different needs, maturity and expectations
- Maintaining the space for strategic thinking in an environment of complex operational execution
- Delivering very high customer service levels in a “no inventory” short life supply chain
- Ensuring compliance obligations across TGA, ARPANSA, ASNO, ANSTO and other agencies are delivered in full everyday
- Building the engagement and capability of the diverse team

KEY RELATIONSHIPS

| Who | Purpose |
|---|---|
| Internal | |
| General Manager | <ul style="list-style-type: none"> • Multiple times per week for discussions on operational and strategic matters affecting the business |
| Senior Leadership Team | <ul style="list-style-type: none"> • Weekly to enable facility-wide decision making and direction. |
| ANM/ANSTO Board | <ul style="list-style-type: none"> • Quarterly or as required on operational matters |
| WHS Committee | <ul style="list-style-type: none"> • Monthly to maintain oversight and review of safety matters |
| Operations Manager/Project Office/Governance Group (PGG) | <ul style="list-style-type: none"> • As required for the delivery of the capital works program |
| WHS, Radiation Safety, Environmental Sustainability and Emergency Planning Committees | <ul style="list-style-type: none"> • As the management representative on these committees |
| ANSTO Finance and Procurement Team | <ul style="list-style-type: none"> • Monthly expenditure, forecasting and budgeting reviews |
| ANSTO HR Team | <ul style="list-style-type: none"> • As required |
| Work area team members | <ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters, • Contribute to group decision making processes, planning and sales goals, • Collaborate and share accountability, • Negotiate and resolve conflicts, • Work closely with and provide support to ongoing Projects. |
| Direct Reports | <ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and training development • 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 |
| Internal Stakeholders | <ul style="list-style-type: none"> • ANSTO Service Providers • Monitor KPIS |
| External | |
| Suppliers | <ul style="list-style-type: none"> • Provide input to KPIS and Service Level Agreements (SLA)'s |
| Industry Regulators - ARPANSA | <ul style="list-style-type: none"> • Ensure compliance with ARPANSA licences within areas of responsibility |
| Licensing Authorities - TGA | <ul style="list-style-type: none"> • Ensure compliance with TGA and GMP code within areas of responsibility |

POSITION DIMENSIONS

| Staff Data | |
|------------------|-----------------------------------|
| Reporting Line | General Manager, Nuclear Medicine |
| Direct Reports | Up to 8 Senior Leaders |
| Indirect Reports | Up to 100 employees |

| Financial Data (2022/2023) | |
|----------------------------|-------|
| Revenue / Grants | \$87M |
| Operating Budget | \$80M |
| Staffing Budget | \$23M |
| Capital Budget | |
| Assets | |

| Special / Physical Requirements | |
|---------------------------------|---|
| Location: | <ul style="list-style-type: none"> Lucas Heights Working in different areas of designated site/campus as needed |
| Travel: | <ul style="list-style-type: none"> May be required to travel to ANSTO sites from time to time May be required to travel both internationally and nationally from time to time |
| Physical: | <ul style="list-style-type: none"> Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking |
| Radiation areas: | <ul style="list-style-type: none"> May be required to work in radiation areas under tightly regulated conditions Perform duties 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: | <ul style="list-style-type: none"> Willingness to work extended and varied hours based on operational requirements After hours work will be required on a regular basis |
| Clearance requirements: | <ul style="list-style-type: none"> Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance |

| Workplace Health & Safety | |
|--|--|
| Specific role/s as specified in AG-2362 of the ANSTO WHS Management System | All Workers 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. Degree or higher-level qualifications within an engineering or supply chain discipline.

2. Extensive experience leading and managing operational activities and diverse teams within the manufacturing industry to achieve desired organisational outcomes and optimal work performance.
3. Experience delivering results within a complex and highly regulated environment
4. Demonstrated personal commitment to safety and quality and the ability to initiate, manage and deliver significant change in safety and performance culture
5. Reliance and demonstrated ability to collaborate and lead continuous improvement efforts.
6. Strong project management, organisational, planning and consulting skills.
7. Authentic leadership style with advanced strategic thinking, being able to effectively communicate with and influence key stakeholders and senior leaders.
8. Outcome-oriented and comfortable operating within a complex global GMP environment.
9. Ability to deliver sustainable results using industry best practices
10. Ability to connect to a network of industry thought leadership
11. Experience coaching, developing and mentoring staff and allocating resources effectively to deliver organisational outcomes and divisional KPI's
12. Demonstrated ability to identify, manage and mitigate risks through risk contingency planning.

VERIFICATION

| Line Manager | | Delegated Authority | |
|--------------|-----------------------------------|---------------------|-----------------------|
| Name: | Ian Martin | Name: | Pamela Naidoo-Ameglio |
| Title: | General Manager, Nuclear Medicine | | GE NONM |
| Signature: | | Signature: | |
| Date: | 01/08/22 | Date: | |