



POSITION DESCRIPTION

Position Title:	Utilisation Manager
Cluster / Business Unit / Division	Reactor Operations
Section or Unit:	OPAL Utilisation
Classification:	Band - 8
Position Description Number:	PD-0595
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the Utilisation Manager is to be responsible for the leadership, management, coordination, budgeting, and strategic planning activities of the OPAL Utilisation section to supply irradiation services and effectively utilise the multipurpose capabilities of the OPAL reactor.

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.

The Reactor Operations business unit operates the OPAL reactor for the purpose of supporting the strategic objectives of ANSTO. This includes the provision of neutron beams to the Australian Centre for Neutron Scattering and irradiation services to ANSTO Heath for radiopharmaceutical production and other industrial and academic customers.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Develop, implement and regularly update operational plans, including objectives for the OPAL Utilisation group in line with the broader strategic objectives of Reactor Operations and ANSTO.
- Manage the day-to-day Utilisation of the reactor's Irradiation and production facilities in compliance with Operating Limits and Conditions, operating licence conditions, ARPANSA and ASNO regulations to maintain and improve safety and operational efficiency. This includes the oversight of staff requirements to comply with the day-to-day safety needs of the facility including WHS, Radiation safety and nuclear safety.
- Develop stakeholder relationships through the Integrated Business Management process. This includes a high level of responsiveness to stakeholder requests focussed on delivering quality irradiation products and services. Maintain a leadership role within the Supply Review team and Integrated Business Management meetings.
- Provide strategic advice in relation to the prioritisation and allocation of resources to optimise production related activities. Drive process improvements to optimise the capability and capacity of the reactors irradiation facilities to deliver products and services to stakeholders in a safe and reliable manner.
- Manage the Target and Canning process and laboratory to ensure the safety of reactor and personnel, compliance with relevant quality standards, safety standards and TGA requirements.

- Manage, lead and develop the utilisation team including recruitment, performance management, training, authorisation and conflict resolution.
- Manage the resolution of complex technical operational problems including diagnosis, design modification, preparation of regulatory submissions and development of safety cases.
- Manage the financial budget of the Utilisation section including preparation of forecasts.
- Manage the development and implementation of comprehensive OPAL operational policies and practices in the workplace to meet safety, quality standards and BMS requirements.
- Assess the operational and production needs of OPAL and initiate and manage projects, including developing and presenting change control submissions.
- Foster and establish professional networks at international and national levels in order to promote ANSTO's operational and research efforts.
- Maintain up to date knowledge on best practice processes and cutting-edge advancements in research reactor utilisation and implement improvements as identified.
- Fulfil WHSE responsibilities as specified in AG-2362 of the ANSTO WHSE system.
- Undertake additional duties as required and during the period of leave of other staff.

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence.
- The position is to determine key work priorities for the Utilisation team, within the context of agreed work plans and will consult with key stakeholders on complex, sensitive and major issues that have a significant impact on the section.
- 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:

- Delivering safe and optimal utilisation of the reactors multipurpose irradiation facilities to the satisfaction of stakeholders
- Attracting, developing, managing and retaining staff to maintain coverage and specialised knowledge and experience required for effective reactor operation

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement and quality recruitment • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
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 goals • Collaborate and share accountability • Negotiate and resolve conflicts

Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • Engage in monitoring trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan
Other Key Stakeholders	<ul style="list-style-type: none"> • Create clear and transparent communication channels • Be responsive to stakeholder needs and requests whilst negotiating for optimal utilisation of the reactors multipurpose capabilities
External	
Commonwealth Government, ARPANSA, ASNO, TGA, COMCARE and the IAEA	<ul style="list-style-type: none"> • Create clear and transparent communication channels • Compliance with standards and regulations

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the General Manager, OPAL Reactor
Direct Reports	Production Manager Utilisation Engineer Technical and Supply Integration Leader I
Indirect Reports	Utilisation Operators, Target and Canning Technicians, Support Officers and Scheduler

Financial Data (2015/2016)	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	Occasional travel to domestic and international locations
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at the 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

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager Managers / Leaders / Supervisors 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**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree in Engineering or equivalent in a relevant discipline
2. Extensive knowledge of OPAL reactor design features, irradiation facilities and target and canning design
3. Significant experience in leading, managing and developing team members, including excellent coaching and mentoring skills.
4. Experience in working in a production environment focusing on safety, compliance, efficiency and delivering to stakeholder requests.
5. Demonstrated ability to lead and manage multiple strategic and operational projects and activities.
6. Highly developed technical and non-technical communication skills and demonstrated business acumen.
7. A strong customer service orientation focusing on understanding and delivering to stakeholders
8. Demonstrated ability to develop a strong individual and team safety culture and responsibility.
9. The desire to seek and promote continuous improvement demonstrated ability and willingness to implement change.

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:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: