

## POSITION DESCRIPTION

<b>Position Title:</b>	Assurance Business Partner
<b>Cluster / Business Unit / Division</b>	Nuclear Science & Technology
<b>Section or Unit:</b>	Research
<b>Classification:</b>	Band 6
<b>Job Family:</b>	Compliance & Regulation
<b>Position Description Number:</b>	PD-1707
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

An Assurance Business Partner supports the NST Group through the management of the safety, quality, environmental, risk and regulatory systems and processes and the continuing development and improvement of these systems and processes within NST. The position is pivotal in ensuring that NST maintains a high level of safety, quality, environmental and regulatory compliance, and that best practice is implemented, taking into account practices implemented within ANSTO and beyond.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology and as such uses nuclear science to benefit industry, people and the environment. We focus on delivering excellence in innovation, insights and discovery through our people, partnerships, nuclear expertise and landmark infrastructure.

Nuclear Science & Technology (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's Research Portfolio undertakes world class applied and translational research utilising nuclear techniques to foster innovation in research and development programs to enhance ANSTO's contribution to supporting a sustainable and healthier future for our country, the planet and people everywhere.

The Research Office develops, delivers, and operates systems, processes and capabilities to support best-practice management and reporting of research information, compliance and integrity, and the provision of administrative support services to NST. Key customers and stakeholders are NST staff, and research collaborators, partners, Government, IAEA, industry and ANSTO business units, external licensing and certification bodies and working closely with ANSTO's Regulatory and Governance Team.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Implement, monitor and continuously improve NST's integrated management systems to ensure their consistency and effectiveness across NST. This includes working as part of the Assurance team as well as individually with the designated Platforms and Themes to achieve NST wide improvements and harmonisation of systems.
- Become a key business partner to the Leader of the designated Platform or Theme by providing advice, training and support in the areas of quality, safety, environment, risk and regulatory compliance in line with NST objectives and targets. This involves assisting the designated Platform or Theme Leader in setting up appropriate systems to monitor trends and collect data on the Platforms or Theme's performance across the ANSTO integrated management framework.
- Provide specialist technical advice and services to ensure NST's compliance as follows:

- (a) *Quality* – in the area of quality, compliance with and maintenance of accreditation against ISO9001.
- (b) *Safety* – in the area of workplace health and safety, compliance with and maintenance of accreditation against ISO45001.
- (c) *Environment* – in the area of environmental management, compliance with and maintenance of accreditation against ISO14001.
- (d) *Risk* – in the area of risk management, assisting a Leader of the designated Platform or Theme to coordinate and manage their risk profile and comply with ANSTO’s risk management framework.
- (e) *Regulatory* – assisting a Platform or Theme by providing advice on best practice and ANSTO requirements for compliance in the following regulatory areas (as applicable to a Platform or Theme):
  - (i) *Australian Regulatory Protection and Nuclear Safety Agency (ARPANSA)* – limited to external audit coordination and assisting NST with internal ANSTO requirements necessary for regulatory compliance;
  - (ii) *Australian Safeguards and Non-proliferation Office (ASNO)* - regarding external audit coordination.
  - (iii) *Office of the Gene Technology Regulator (OTGR)* - regarding research permits; and
  - (iv) *Department of Primary Industries (DPI)* - regarding import permits.
- Develop and manage NST’s internal and external audit and inspection schedules and reporting. This includes leading and supporting audits within NST in order to determine NST’s compliance performance in the areas listed in the previous bullet point.
- Report to the NST Leadership on the performance of NST’s integrated management systems. This includes coordination and presentation of management review in a timely manner as a way of keeping NST Leadership informed of trends, potential risks, and issues arising from the integrated management system.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and the Research Office objectives provide the context for the position.
- The position works within a framework of legislation, policies, and professional standards. Within this framework the position has some independence in determining how to achieve individual objectives, including deciding on methods and approaches.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice and services provided to NST.
- Determine day to day work priorities following consultation with the Manager, Business Excellence.
- 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**

- Keep up to date with existing and emerging standards and regulations and provide relevant up-to-date information and advice to NST management and staff on changes and how they affect NST.
- Development and implementation of new or improved assurance processes and systems
- Ensuring the successful implementation of objectives and targets whilst balancing conflicting client priorities and deadlines.
- Improving customer service, response times and delivery efficiencies.
- Influencing, providing advice and support across diverse divisional operating environments.

Enhancing staff awareness with respect to the environment, safety, regulatory and quality issues, and processes.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager, Business Excellence	<ul style="list-style-type: none"> <li>Communicate on NST assurance strategy timelines and implementation</li> <li>Set plans and priorities</li> <li>Receive direction, instruction, guidance, and advice</li> <li>Report on operational issues</li> <li>Recommend and gain endorsement for plans and goals and development projects</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>Provide consistent advice across NST</li> </ul>
NST Senior Leadership Team	<ul style="list-style-type: none"> <li>Provide the performance of NST's integrated management systems to the leadership team</li> <li>Advice and services to ensure NST's compliance in <i>Quality</i> ISO9001.</li> <li><i>Safety</i> - ISO45001.</li> <li><i>Environment</i> – ISO14001.</li> </ul>
NST Platform & Theme Leaders	<ul style="list-style-type: none"> <li>Provide the performance of NST's integrated management systems to the leadership team</li> <li>Advice and services to ensure NST's compliance in <i>Quality</i> ISO9001.</li> <li><i>Safety</i> - ISO45001.</li> <li><i>Environment</i> – ISO14001.</li> </ul>
NSL staff	NSLTI staff
NSTLI & ANSTO process owners	<ul style="list-style-type: none"> <li>NSTLI &amp; ANSTO process owners</li> </ul>
Other management system officers and teams within ANSTO (e.g. Local environment and quality co-ordinators, WHS staff & safety committee representatives and safety coaches)	<ul style="list-style-type: none"> <li>Other management system officers and teams within ANSTO (e.g. Local environment and quality co-ordinators, WHS staff &amp; safety committee representatives and safety coaches)</li> <li>To ensure that consistent advice and services are given to ANSTO as a whole.</li> </ul>
<b>External</b>	
External licensing and certification bodies (e.g. ARPANSA, ISO, TGA, NATA, BSI)	<ul style="list-style-type: none"> <li>External licensing and certification bodies (e.g. ARPANSA, ISO, TGA, NATA, BSI)</li> <li>Assisting Platform or Themes by providing advice on best practice and ANSTO requirements for compliance in the following regulatory areas (as applicable to a Platform or Theme):</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Manager, Business Excellence
Direct Reports	Nil
Indirect Reports	Nil

<b>Financial Data</b>	
Revenue / Grants	0
Operating Budget	0
Staffing Budget	0
Capital Budget	0
Assets	0

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights May be required to work in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites/campuses from time to time (including Clayton campus) Infrequent local travel to meet with external bodies
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be infrequently required to enter 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

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <u>AP-2362</u> 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

Refer to published Organisational Chart.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in relevant discipline or relevant diploma.
2. Experience providing assurance advice, collaboratively developing, maintaining and implementing integrated safety, quality and environmental systems within a highly regulated environment.
3. Detailed knowledge and understanding of the standards requirements of ISO45001 (safety), ISO9001 (quality) and ISO14001 (environmental).
4. Demonstrated experience undertaking and participating in audits and producing audit reports
5. Excellent written and verbal communication skills including ability influence and collaborate with all levels within an organisation.
6. Demonstrated ability to develop and introduce innovative approaches to improving processes and practices.
7. Demonstrated ability or experience working within and managing an internal quality and management system.

**VERIFICATION**

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Alison Simpson	Name:	Suzanne Hollins
Title:	Acting Manager, Business Excellence	Title:	Head of Research
Signature:		Signature:	
Date:	30/08/2022	Date:	30/08/2022

## 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