

POSITION DESCRIPTION

Position Title:	International Affairs Senior Advisor
Institute / Division / Business Unit:	COOG/Corporate Affairs
Section or Unit:	Government and International Affairs
Classification:	Band 7
Position Description Number:	PD-2257
Job Family:	Communications & Marketing
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary responsibility of the International Affairs Senior Advisor is to lead Australia's interactions with the Regional Cooperative Agreement for Research, Development and Training Related to Nuclear Science and Technology for Asia and the Pacific (RCA) and the Forum for Nuclear Cooperation in Asia (FNCA). This will include taking the position of Chair of the RCA for 2023. The corollary responsibility is to promote ANSTO's reputation internationally and to build and maintain good relationships with key international stakeholders.

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.

The Chief Operating Officer Group brings together several Corporate Services functions creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Governance and Regulatory
- Risk and Assurance

The position sits within the Government and International Affairs Team, which is the gateway for international officials seeking ANSTO's assistance as a trusted advisor and collaborator. The Team's responsibilities include the building and maintenance of relationships with international nuclear bodies and research institutes to maintain ANSTO's reputation on the global stage.

POSITION ENVIRONMENT

The International Affairs Senior Advisor reports to the Director, Corporate Affairs.

The position's key internal stakeholders include the Organisation's research business units, including staff undertaking collaborations with multilateral organisations and overseas counterpart institutions, specifically, with respect to projects administered by the RCA and the FNCA.

External stakeholders include the RCA, RCA Regional Office, International Atomic Energy Agency Secretariat, FNCA, Cabinet Office of the Government of Japan, Australia's Embassy and Permanent Mission in Vienna, Austria, and project participants, including Lead Country Coordinators and National Project Coordinators.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Serving as Australia's National Representative to the RCA and providing leadership and high-level administration in support of Australia's engagement in the RCA, as well as undertaking high-level diplomacy, stakeholder engagement, and technical representation activities
- Serving as Chair of the RCA in calendar year 2023, including hosting a series of in-person meetings of the treaty organisation
- Serving as Australia's Senior Official and representative of ANSTO's responsible Minister in the Forum for Nuclear Cooperation in Asia, a multilateral organisation led by the Japanese Cabinet Office, and providing leadership and high-level administration in support of Australia's engagement in the FNCA, as well as undertaking high-level diplomacy, stakeholder engagement, and technical representation activities
- Providing management of, supervision to, administrative and advisor-level staff, who support the International Affairs Senior Advisor in performing the duties of the position
- Supporting the development of Australia's foreign policy in relation to nuclear issues by providing accurate and prompt advice to agencies regarding ANSTO's activities in the international and multilateral bodies and frameworks in which it operates
- Supporting, where appropriate and relevant, ANSTO's bilateral links with counterpart overseas institutions, including supporting internal ANSTO stakeholders by facilitating the establishment and maintenance of relationships with such institutions
- Acting as a primary link with the Counsellor (Nuclear), based in Vienna, in relation to day-to-day issues, including administration, drafting of statements to IAEA forums, and attendance at IAEA meetings
- Undertake additional duties as required and during periods of leave of other staff.

Key Challenges

- Establishing a personal reputation as a trusted and respected interlocutor
- Managing perceptions and responding to issues in a considered and thoughtful manner that promotes confidence in Australia and ANSTO
- Having a mature and considered approach to liaison with all stakeholders
- Developing a coherent picture of Australia's role and equities in the RCA and FNCA
- Multitasking to competing deadlines.

Special Requirements / Physical Requirements

- Adopting a flexible approach to work and continually reviewing and reorganising work plans and activities to manage conflicting priorities and to ensure that needs are met
- Willingness to work extended and varied hours based on operational requirements
- Ability to satisfy ANSTO Security and Medical clearance requirements.

Delegations

The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. Delegated authorities for this role are those defined in the ANSTO Delegation Manual AG-1682 (as amended or replaced).

Work, Health & Safety Accountabilities, Responsibilities and Actions

Workplace Health & Safety	
Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors 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 in science, engineering, law, public policy, communications, political science or other relevant discipline
2. Demonstrated aptitude to work in an International Affairs environment at a senior/Executive level
3. Strong interpersonal skills and an ability to work effectively with a wide range of internal and external stakeholders, at all levels
4. Strong attention to detail and written communication skills
5. Demonstrated ability to understand, synthesise, and explain complex technical concepts and information and develop communications and policy appropriate for the audience
6. Demonstrated high-level interpersonal skills
7. Experience planning and managing time to meet deadlines and working effectively under pressure
8. Significant problem-solving ability in delivering creative and systematic solutions
9. Personal qualities that add value to a team operating in a high-level client service environment.
10. Project management experience.

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:	Alan Brindell	Name:	John Edge
Title:	General Manager, Corporate Affairs	Title:	Chief Operating Officer
Signature:		Signature:	
Date:		Date:	