

POSITION DESCRIPTION

Position Title:	Safety & Reliability Adviser
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering (AME)
Section or Unit:	Systems Safety & Reliability
Classification:	Band 6
Job Family:	Engineering and Technical
Position Description Number:	PD-0747
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The Safety & Reliability Adviser is to take a key role in the delivery of services undertaken by the section, including the application and development of risk and reliability engineering techniques and the provision of sound technical advice in systems, plant and process safety, regulatory compliance and independent review of safety assessments to support ANSTO's strategic direction.

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.

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.

ANSTO Maintenance and Engineering is dedicated to enhancing and maintaining ANSTOs facilities and environs for operational reliability and providing a range of customer services to support ANSTOs research, business activities and projects at the Lucas Heights Science & Technology Centre.

There are 5 main units within the ANSTO Maintenance and Engineering division these being:

- Capital Program Management Office (CPMO)
- Major Projects Delivery
- Asset Management
- Facility Maintenance
- Support Workshops

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Utilise knowledge and technical expertise to provide systems safety analysis and advice on proposed changes to systems within ANSTO and proposed solutions to engineering systems.
- Develop and review safety documentation that meets the needs of the client and external regulatory authorities (ARPANSA, Comcare) and for submission to the ANSTO Safety and Reliability Assurance (SRA) process.

- Contribute to the development and maintenance of ANSTO's safety management by developing operational procedures relating to safety systems.
- Communicate effectively with customers and other stakeholders ensuring clarity, accuracy of information and confidentiality requirement whilst ensuring a high level of customer satisfaction.
- Undertake research and investigations and assist in procedure development to contribute to the improvement of ANSTO safety management processes and safety culture.
- Validate safety documentation to meet audit processes.
- Contribute to the development and application of policies and principles for effective and efficient operation of the team and in the wider ANSTO context.
- Assist more senior team members in planning, organising, monitoring progress and providing technical guidance and advice.
- Network with other relevant professional groups, both within ANSTO and outside, to maintain good working relationships and to promote business, collaborative and/or stakeholder interests and prospects.
- Utilise technical skills to consider and evaluate situations and recommend options whilst ensuring that activities in relation to licensing and regulation and safety and reliability services are met.
- Advise on the preparation and maintenance of safety cases for the operation of ANSTO's Nuclear Installations and other controlled facilities.
- Lead, conduct, and review safety analyses using a range of internationally accepted techniques in hazard, reliability and risk analysis.
- Advise on conformance to regulations, standards and codes set by external authorities, reviews and quality audits.
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.

Decision Making

- Decides on risks to safety and plant and categorises risks to the organisation through observation, understanding, assessment and analysis of the organisation's operations, materials, hazards and processes and known and predicted failure mechanisms.
- The position is fully accountable for the accuracy, integrity and quality of the work provided and those assigned to report to the position on a project.
- 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:

- Ability to quickly appreciate the technical complexities of specific ANSTO or external facilities, processes and activities and assess the safety implications of proposed changes to these and to develop options for improvement.
- Ability to advise promptly when safety or licensing aspects are considered inadequate, whilst understanding the cost and other implications of the advice.
- Understand regulatory environment and the specific regulatory requirements and to develop and utilise relationships with regulator(s) effectively.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Provide regular updates on key tasks, issues and priorities • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives • Escalate issues and propose solutions
Work area team members	<ul style="list-style-type: none"> • Work collaboratively as part of one team • Provide advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Negotiate and resolve conflicts
Indirect Reports (project team)	<ul style="list-style-type: none"> • Provide expert advice, guidance and support • Set performance requirements and manage performance and development • Collaborate and share accountability • Contribute to group decision making processes, planning and goals • Identify, negotiate and resolve technical conflicts
Other departments	<ul style="list-style-type: none"> • Develop relationships with Clients and staff in all areas of ANSTO to facilitate successful delivery of AME projects
External	
Regulators	<ul style="list-style-type: none"> • Work within agreed conditions of external regulators including ARPANSA, Comcare and the TGA when required
Agencies and consultants	<ul style="list-style-type: none"> • IAEA, CSIRO, ARWA (Australian Radioactive Waste Agency) and consultants as appointed (GHD, Jacobs, AECOM and others)

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Systems Safety & Reliability
Direct Reports	Nil
Indirect Reports	Nil
Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed

Travel:	<ul style="list-style-type: none"> • May be required travel to ANSTO sites from time to time • May be required to travel both internationally and nationally • Field work in remote locations
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)
Radiation areas:	<ul style="list-style-type: none"> • May be required to work in radiation areas under tightly regulated conditions
Hours:	<ul style="list-style-type: none"> • Willingness to work extended and varied hours based on operational requirements • After hours work may be required for short and infrequent periods
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 AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in Appendix 1 of AG-2362) 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

Refer to published Organisation Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Engineering or Science or other relevant discipline.
2. Strong aptitude for analysis of engineering systems and the application of scientific and engineering principles.
3. Hazard and Operability Studies (HAZOP) and/or failure mode and effects analysis (FMEA) or equivalent certification at leader level.
4. Considerable experience in hazard and risk assessment and safety management systems.
5. Specialist knowledge of systems safety and reliability engineering and working knowledge of nuclear, radiological and industrial safety.
6. Strong computing skills including Microsoft Office and Engineering related software systems.
7. Excellent written and verbal communication skills.
8. Ability to effectively work independently and as part of a team.

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:	Irene Martin	Name:	Con Lyras,
Title:	Manager, Systems Safety and Reliability	Title:	Group Executive, Engineering and Capital Programs and Chief Engineer
Signature:		Signature:	
Date:	2 November 2022	Date:	