



## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Radiation Services
<b>Cluster / Business Unit / Division</b>	Commercial Products and Services
<b>Section or Unit:</b>	Radiation Services
<b>Classification:</b>	Band 8
<b>Position Description Number:</b>	PD-112
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The primary purpose of the Manager Radiation Services role is to manage a team of professional and technical staff in the provision of specialist radiation services, expertise, advice, and training to external clients nationally and internationally.

### 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 Radiation Services business unit is a key part of ANSTO's Commercial Products and Services (CPS) group which includes several other businesses delivering commercial revenue back into ANSTO.

The Radiation Services business provides a wide range of radiation safety related consulting and delivery of services for ANSTO and external organisations. This includes specialised advice and services related to health physics and radiation protection, emergency response and preparedness and high-dose irradiations on a commercial basis or in the national interest.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

##### Leadership

- Lead the Radiation Services business to ensure safe, sustainable, and profitable delivery of radiation related services to ANSTO and industry.
- Provide leadership, direction, and advice to the team and ensure alignment with ANSTO and CPS strategies and objectives.
- Lead the development and delivery of a safe work environment and culture across the Radiation Services business.
- Report to the Director ANSTO Businesses, Group Executive CPS, and other relevant bodies on progress against the Radiation Services plans and strategies.
- Develop a high performing team with good succession planning to support the long-term success of the business.
- Participate in CPS leadership team and other organisational teams and forums.

##### Strategic

- Lead development and delivery of the Radiation Services longer term strategies and shorter-term annual plans to maximise customer and stakeholder value and alignment with ANSTO and CPS overarching strategies.

- Develop and implement plans, goals, targets, and priorities to achieve the Radiation Services strategies.
- Provide leadership to and the development of key projects and programs of work in Radiation Services and ensure sufficient cross-functional support is provided to successfully execute.

#### Objective Delivery

- Responsible for the delivery of the business unit P&L and ensuring alignment with the Integrated Business Planning Process.
- Implementing and maintaining organisational excellence at all levels of the operation. Develop and implement systems and processes to achieve continuous improvement.
- Ensure successful negotiation of client legal agreements with the support of ANSTO's Legal Team and the Director ANSTO Businesses.
- Effective management of external projects ensuring timely delivery of agreed outcomes through liaison and negotiation with representatives of other organisations.

#### People

- Leadership and development of the Radiation Services team to provide an expert technical and client focused capability supporting achievement of the business's objectives.
- Manage workforce planning for the unit, motivate staff and act as a mentor providing professional development with the aim of establishing and growing the unit to meet increases in customer demand.
- Effective management of the working relationship between ANSTO's Radiation Protection Services internal department and the commercial Radiation Services group, working closely to ensure the effective provision of health physics resources as/where required.

#### Customers & Stakeholder Management

- Build and foster professional networks to develop opportunities for the Radiation Services business
- Represent and promote the Radiation Services capabilities to external stakeholders including to clients and customers and regulatory bodies.
- Make a strategic contribution to ANSTO by externally enhancing the reputation of the overall ANSTO brand and internally enhancing the reputation of Radiation Services within ANSTO.
- Provide timely, expert, and authoritative advice to the Director ANSTO Businesses and Group Executive Commercial Products & Services on issues and priorities to inform the Executive, and CEO.
- Represent ANSTO as a subject matter expert at national and international forums

#### Safety & Compliance

- Development of a behaviourally based strong safety culture that encourages reporting of all incidents to ensure continuous improvement.
- Ensure compliance of self and staff to relevant legislation and regulations as well as ANSTO's Code of Conduct
- Maintain a strong quality and environmental focus across the Radiation Services team, ensuring ongoing improvement as well as maintenance of current Quality and Environmental Accreditations.
- Responsible for ensuring compliance with all legal, statutory, and other regulatory standards.

#### Other

- Undertake additional duties as required and during periods of leave of other staff.

#### **Decision Making**

- The position is a key role within the Commercial Products & Services group and for delivering against ANSTO's strategic market growth initiatives.
- The position works within the broadly defined outcomes of ANSTO's Commercial Products & Services group, and within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the role has considerable independence in determining how Radiation Services will achieve its objectives, including deciding on methods and approaches, business and project planning, and allocation of resources within its direct remit.

- The ANSTO values and organisation corporate plan, business plan and organisational excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice related to commercial Radiation Services provided to the Director ANSTO Businesses, Group Executive Commercial Products and Services and Chief Executive Officer.
- This role determines key work priorities within the context of the agreed Radiation Services strategic plans and projects and will consult with the Director ANSTO Businesses and Group Executive Commercial Products and Services on the more complex, sensitive, and political issues that have a significant impact on the organisation's functions.
- 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).
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### Key Challenges

- Maintaining the strategic direction of the group whilst managing conflicting priorities and deadlines.
- Effective and efficient allocation and use of resources to meet business and operational requirements.
- Ability to keep abreast of developments in the field and undertaking appropriate personal development to enhance knowledge and skills.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice</li> <li>• Staff engagement and quality recruitment</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, and support to direct reports</li> <li>• Set performance requirements and manage performance and development</li> <li>• 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</li> </ul>
Indirect Reports/ Indirect ANSTO Employees	<ul style="list-style-type: none"> <li>• Engage and collaborate to achieve business plan KPI's</li> <li>• Provide expert advice and analysis on a full range of radiation related matters</li> </ul>
<b>External</b>	
Clients and industrial partners	<ul style="list-style-type: none"> <li>• Support Direct Reports in managing relationships with external commercial clients and negotiate legal agreements</li> </ul>
Government agencies	<ul style="list-style-type: none"> <li>• Liaison to help develop opportunities that are of mutual benefit for the group and ANSTO.</li> </ul>
Professional Networks	<ul style="list-style-type: none"> <li>• Promotion of Radiation Services and ANSTO within the radiation specialist industry and develop opportunities that are of mutual benefit for the group and ANSTO as a whole</li> </ul>

Wider ANSTO

- Promote the capabilities of Radiation Services within the wider ANSTO community

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Director ANSTO Businesses
Direct Reports	Senior Consultant Health Physicist Consultant Health Physicist Radiation Protection Advisor x 2 (Contract roles) Health Physics Surveyor Instrument Calibration Specialist Support Manager Radiation Safety Training Educator x 2
Indirect Reports	2

### Financial Data (FY23 Forecast)

Revenue	\$2.7M
Operating Budget	\$1.4M
Capital Budget	Negligible
Assets	Negligible

### Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel nationally Infrequent travel internationally Field work in remote locations
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials
Radiation areas:	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:	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 <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Manager 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

Provided separately

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Science, Engineering, or a related discipline
2. Extensive proven experience in a professional radiation protection role delivering a broad range of consultancy and related commercial and internal services
3. Demonstrated leadership skills and qualities, mentoring experience, and willingness to share knowledge and skills within the team
4. Thorough understanding of the relevant regulatory environment
5. Demonstrated capacity to think and act strategically and tactically to manage project teams and mentor and monitor team performance
6. Ability to deliver on KPI's consistently and reliably
7. High level communication and negotiation skills with the capacity to influence key senior staff and representatives of other government agencies and professional organisations
8. Ability to work successfully in commercial environment
9. Experience working within a formal quality system
10. Demonstrated experience in preparing concise informative statements for boards and executive management
11. Proven track record in gaining buy-in and commitment at all levels fostering collaborative relationships
12. Strong customer focus with emphasis on ensuring the provision of prompt and accurate service/advise to customers
13. Proven project management skills

## VERIFICATION

Line Manager		Delegated Authority	
Name:	Jayne Senior	Name:	Oleh Nakone
Title:	Director ANSTO Businesses	Title:	Group Executive Commercial Products and Services
Signature:		Signature:	
Date:		Date:	