



POSITION DESCRIPTION

Position Title:	Health Physics Surveyor
Cluster / Business Unit / Division	Office of the CEO / High Reliability
Section or Unit:	Radiation Protection Services
Classification:	Band 3 / 4
Position Description Number:	PD-0458
Work Contract Type:	Technical

POSITION PURPOSE

The Health Physics Surveyor provides hands-on radiation protection and safety advice and monitoring services to a range of operational areas to ensure the safety of staff, contractors and visitors; and compliance with ANSTO's WHS Standards and Practices, and with regulatory requirements.

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.

ANSTO is committed to delivering excellence in safety performance based on ANSTO's core values. The High Reliability team provides a wide range of safety and environmental services for the organisation, as well as a range of external services. The key internal areas of expertise are radiation protection and dosimetry, conventional health and safety, emergency preparedness and related assurance functions and regulatory relationships. In addition, the team provides specialised services related to radiation protection and emergency response and preparedness on a commercial basis or in the National interest.

The Radiation Protection Services group provides radiation protection advice and assurance service to the whole of ANSTO. This includes radiological assurance monitoring, radiation protection training, support and leadership to support emergency preparedness and related regulatory relationships. The group also works closely with ANSTO Radiation Services to provide the radiation protection training and other services to external stakeholders on a commercial basis.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for the Band 3 position include:

- Monitor and measure radiation levels and advise on radiological hazards, provide ventilation safety advice, log information to ensure QA compliance
- Provide advice to different levels of personnel on the most effective practical radiation protection measures to be taken across a large and varied range of situations. This advice is based on defined policies and procedures within a set range of parameters.
- Deliver basic radiation safety training to other ANSTO staff, including trainee safety officers and describe work procedures to non-ANSTO visitors.
- Provide advice on radiation safety procedures to be incorporated into divisional documents, including assisting in the preparation of these work instructions while following safety standards, procedures and instructions.
- Assist with larger projects that are supervised by more senior staff, liaise with clients and work more independently on smaller, less complex projects.

- Promote teamwork, productivity, high quality work and service, staff development and improvement to work methods and techniques.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 3 key accountabilities, the key accountabilities for the Band 4 role include:

- Manage day-to-day HPS activities in an allocated area of ANSTO operations through scheduling, prioritising and allocation of tasks to ensure efficient and effective radiation protection services are delivered.
- Accreditation as Health Physics Surveyor on-call for the Radiation Protection Services emergency arrangements.
- Coach, train and mentor other members of the team and other health physics trainees.
- Contribute to planning meetings to ensure all radiation protection issues are considered in the planning stage of new projects.
- Deliver and participate in training including radiation protection courses and Tool Box Talks.
- Review and implement QA procedures and instructions, including systematic updating and review of documents to maintain accreditation and ensure compliance with ISO 9001 and ISO 45001.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit as overseen by the Leader, Health Physics Surveyors and Radiation Protection Adviser.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Radiation Protection strategy, RPS strategic operational objectives, and RPS Business Management System provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to clients, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- The position exercises sound judgement in providing advice on the suspension of work on safety grounds until further measurement and/or advice is sought from a Radiation Protection Adviser, Work Health and Safety Adviser or Incident Controller (as required) to ensure the safety of ANSTO workers, contractors and visitors.
- The position liaises and collaborates with Radiation Protection Advisers to ensure the appropriate level of radiation monitoring is carried out to support client operations, and that timely and accurate results are provided.
- 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 key challenges for the Band 3 position include:

- Developing measurement interpretation and radiation safety advisory skills based on radiation detection, identification and monitoring
- Developing specific skills for radiation monitoring within vastly differing areas across ANSTO
- Developing skills and knowledge in the use of radiation monitoring instruments

In addition to the Band 3 challenges, the key challenges for a Band 4 position include:

- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practise
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines

- Managing competing priorities for service demands from a wide range of clients, and finite resources.
- Improving customer service, response times and delivery efficiencies.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager, Radiation Protection Services	<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
RPS team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on all radiation protection matters and staff issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • No direct reports
WHS team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on all work health and safety matters and staff issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
ANSTO Radiation Services	<ul style="list-style-type: none"> • Work closely to support commercial agreements with external stakeholders • Provide expert advice and analysis on all radiation protection matters
NSTLI/ Nuclear Stewardship	<ul style="list-style-type: none"> • Liaise with radio analytics laboratories to leverage current and emerging technology and best practice in radiation detection, identification and measurement for operational use.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Leader, Health Physics Surveyors
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Primary: Lucas Heights. Secondary: Camperdown/Clayton. Working in different areas of designated site/campus as needed
Travel:	Will be required travel to ANSTO campuses from time to time Occasional travel to ANSTO sites within Australia Infrequent travel both internationally and nationally, most frequently for professional development Occasional 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) Labour intensive physical requirements (sitting, standing, frequent manual handling) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling, hand/wrist/arm movements using contamination and dose rate monitors) Working in loud environments Public speaking, such as safety conversations, toolbox talks, practical training Industrial facility physical requirements (lifting, standing for long periods, operating machinery and equipment) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment Working at heights
Radiation areas:	Will be 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. These could be sealed or unsealed. 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 Possible shift work following accreditation After hours work may be frequently required based on operational requirements Required to participate on an on-call roster 24x7x365 following accreditation as HPS and for On-Call
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance (Negative Vetting 1)

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Radiation Protection Services Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Ref. published organisation chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 3

1. Tertiary qualifications (commonly Trade certificate) in relevant engineering or science discipline or relevant ANSTO experience.
2. Knowledge of radiation measurement methods
3. Organisational skills and meticulous approach to work with the ability to plan and organise tasks effectively for self.
4. Pro-active and reliable in following through with actions.
5. Show initiative and willingness to expand work skills by learning and training in all aspects of the work being carried out.
6. Communication skills and the ability to interact with people of various backgrounds.
7. Experience in and willingness to follow policy, procedures & guidelines.
8. Ability to establish and maintain effective workplace relationships with clients and staff
9. Hold a valid NSW drivers licence, or equivalent

In addition to Band 3 requirements Band 4 requires:

1. Tertiary qualifications (commonly a Diploma) in relevant engineering or science discipline or professional Health Physics qualifications or extensive operational experience as an accredited ANSTO Health Physics Surveyor (at least 3 years)
2. Several years of ANSTO experience as a certified operational Health Physics Surveyor including completion of all placements
3. Accreditation as Health Physics Surveyor on-call for the Radiation Protection Services emergency arrangements. Maintenance of accreditation through regular refresher training
4. Sound understanding of various ventilation systems throughout ANSTO
5. Ability to promote, establish and maintain effective workplace relationships with clients and staff
6. Proven ability to coordinate and lead a small team
7. Pro-active, deadline driven, and reliable in following through with actions
8. Demonstrated capability to carry out tasks/ projects with little supervision
9. Strong written and verbal communication skills and the ability to interact with people of various backgrounds.

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:	Andrew Popp	Name:	Karen Wolfe
Title:	Manager, Radiation Protection Services	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:	24 March 2021	Date:	24 March 2021