



POSITION DESCRIPTION

Position Title:	Project Manager
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering
Section or Unit:	Engineering Delivery and Special Projects
Classification:	Band 5/6
Job Family:	Engineering and Technical
Position Description Number:	PD-0642
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Project Manager is to provide a high standard of project management for the delivery of multi-disciplinary projects from concept to completion.

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.

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ANSTO Maintenance & Engineering (AME) provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation.

AME is comprised of the Engineering Delivery & Special Project Group, Engineering Technical Services Group, Systems Safety & Reliability & the Strategic Assets Program Office.

The Engineering Delivery & Special Project Group is responsible for delivery of all ANSTO engineering jobs and projects. This office is aligned to major customer portfolios as follows:

- Site Development / Nuclear Science and Technology / Continuous Improvement
- Nuclear Operations
- Customer Advocacy and Value Chain (ANSTO Health & ANSTO Nuclear Medicine (ANM))
- Decommissioning

Each Portfolio is led by an Engineering Portfolio Leader and engineering and drafting resources are assigned to these portfolios as workload demands. As work in the portfolios varies engineering and drafting staff are required to move from one portfolio to another.

The Technical Services Group is responsible for planning and providing the technical support required to meet the demands for all work coming into AME through the respective portfolios and the development and maintenance of the relevant technical standards required to meet ANSTO’s specific requirements. This unit is also responsible for staff development and training for the engineering and drafting disciplines and justifying recruitment when additional skilled personnel are required. Business systems, technical

specifications and standards which govern the conduct of engineering work at ANSTO are overseen by the Technical Services Group.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities for the Band 5 position includes:

- Provide quality project management and technically sound engineering services to ensure the proper definition and then achievement of the stakeholder requirements. These requirements will include technical, budgetary, safety, environmental, commercial, regulatory and quality assurance requirements.
- With guidance and support, manage small projects from conception to finalisation, including scope management, supervision, cost control, time management, quality/safety/environmental and contract management ensuring work is delivered on time and budget.
- Assist with the initiation of projects including consulting with clients and management to gain acceptance of technical specifications and business cases. This includes assisting with the development of cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.
- Provide quality verbal and written reports and presentations to stakeholders including the ANSTO executives.
- Deliver sound technical services through the preparation, revision, modification and approval of specifications, drawings and other documents.
- Undertake detailed project planning including developing a project plan to deliver the project either based on approved funding or in order to attain funding.
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues.
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including developing reports for the Board and CEO.
- Manage customer relationships and ensure customers are informed of progress of project.
- Undertake engineering design review, analysis of safety features and review against operation and known maintenance issues.
- Review of engineering works including proposals, concepts, detailed designs, manufacturing, and installation and commissioning.
- Develop and utilise judgement and technical experience to undertake development and design consistent with current standards and statutory requirements.
- Ensure appropriate supervision of installation and construction is maintained to certify that the prescribed standards of workmanship are maintained.
- Finalise projects by undertaking project evaluations and liaising with key stakeholders to identify defects, maintenance schedules and commissioning requirements.
- Proactively seek both formal and on-the-job training, development and mentoring opportunities.
- Develop internal and external networks to allow for external collaboration and sharing of information.
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

Key Accountabilities for the Band 6 position includes:

- Manage multi-disciplinary projects from conception to finalisation, including scope management, supervision, cost control, time management, quality control, and contract management ensuring work is delivered on time and budget.
- Independently initiate projects including consulting with clients and management to gain acceptance of technical specifications and business cases. This includes developing cost benefit analyses of proposed options, seeking new solutions, and developing new techniques and methods.
- Utilise judgement and technical experience to undertake complex development and design consistent with current standards and statutory requirements.
- Lead project teams including frequent communication, conflict resolution and negotiation.

- Develop and train project staff including coaching and mentoring.
- Undertake additional duties as required and during period of leave of other staff.

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 project and the client's expectations, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to ANSTO and the client, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure.
- 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:

- Manage accountability for project deliverables which can be impacted by external factors that are outside of control of the position.
- Meet customer requirements and expectations where there may be conflicting priorities.
- Develop a technically competent and workable solution requiring a diverse range of knowledge and experience.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager / Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives • Negotiate and resolve conflicts
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Mentor & develop more junior staff • Assign and review work within a project • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Nil
Indirect Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and development • 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
External	
Consultants	<ul style="list-style-type: none"> • Establish and maintain professional working relationships • Provide supervision, guidance and support

	<ul style="list-style-type: none"> • Set performance requirements and manage performance ensure delivery as per project requirements • Engage to monitor performance and progress against the agreed objectives
Contractors	<ul style="list-style-type: none"> • Manage contractor work to ensure delivery as per project requirements • Establish and maintain professional working relationships • Provide supervision, guidance and support • Set performance requirements and manage performance ensure delivery as per project requirements • Engage to monitor performance and progress against the agreed objectives

POSITION DIMENSIONS

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).

Staff Data	
Reporting Line	Snr Project Manager
Direct Reports	Nil
Indirect Reports	Project Delivery team ~ 4

Financial Data (2021/2022)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	\$2M - \$5M Capital Project value
Assets	N/A

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 to ANSTO sites within Australia Frequent travel both internationally and nationally 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) Working in a loud environment Public speaking Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials

	Working in confined space environment including wearing respiratory equipment
Radiation areas:	May 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 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 Shift work After hours work will be required on a regular basis After hours work may be required for short and infrequent periods Required to participate on an on-call roster 24x7x365
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) Managers / Leaders / Supervisors 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

Please ref to org chart on file.

KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience requirements for a Band 5 position include:

1. Degree in relevant Engineering or Project Management Discipline or equivalent experience.
2. Experience developing technical engineering solutions.
3. Proven problem solving ability in delivering creative and systematic solutions.
4. Demonstrated ability to lead projects and utilise project management methodologies to deliver quality outcomes.
5. Demonstrated experience in successful customer management.
6. Technical skills including computing skills and analytical skills.
7. Excellent written and verbal communication skills.
8. Ability to think strategically, influence and negotiate.

In addition to the knowledge, skills and experience requirements for the Band 5 level, the Band 6 position also requires:

9. Project Management accreditation (diploma or certificate IV from a recognised institution).

Requirements for Transition from Band 5 to Band 6:

- Minimum 3 years or equivalent experience performing Band 5 Accountabilities

- Demonstrated capability to successfully manage and deliver high profile projects including leading a small team.
- Demonstrated capability to carry out projects to successful completion with little supervision.

The transition from Band 5 to Band 6 will occur following a recommendation from the relevant supervisor, assessment by management and approval from General Manager, E&TS. Transition is not automatic and ability to perform Band 6 accountabilities will need to be demonstrated and assessed.

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:	Jacob Payne	Name:	Dave Filipetto
Title:	NSTLI, Enables, Site Development Portfolio Manager	Title:	General Manager, Engineering Delivery and Special Projects
Signature:		Signature:	
Date:		Date:	

Appendix 1

ANSTO Job Families
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