



## POSITION DESCRIPTION

<b>Position Title:</b>	Project Manager (Asbestos and Hazmat Remediation)
<b>Cluster / Business Unit / Division</b>	High Reliability/ Work Health & Safety
<b>Section or Unit:</b>	Human Health Monitoring
<b>Job Family:</b>	Compliance & Regulation
<b>Classification:</b>	Band 5/6
<b>Position Description Number:</b>	PD - 2184
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON STEMM

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### POSITION PURPOSE

The primary objective of the Project Manager (Asbestos and Hazmat Remediation) is to provide a high standard of project management for the delivery of a number of related ANSTO asbestos and hazardous material remediation projects and ensure compliance with the intent of ANSTO's Asbestos Management Plan.

### 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 High Reliability / Work, Health and Safety team is comprised of a range of professionals who provide WHS services to the organisation. The key areas are conventional health and safety, risk assessment, investigations, rehabilitation, occupational hygiene and health services. WHS hazards encountered at ANSTO include; radiation, working at heights, confined spaces, construction, demolition, chemicals, gases, noise, ergonomic and biological.

The Project Manager (Asbestos and Hazmat Remediation) reports to Human Health Monitoring Leader. The position holder is an experienced project manager with both WHS and asbestos knowledge. The position must establish professional relationships with internal clients within ANSTO as well as external clients, suppliers and construction industry regulators. The

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for this position include:

- Provide quality project management 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.
- 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.
- Develop and utilise judgement and technical experience to undertake development and design consistent with current standards and statutory 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.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 5 key accountabilities, the key accountabilities for a Band 6 position include:

- 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.
- Work with AME team to ensure all asbestos and hazardous material remediation projects are running safely and compliant at all times in accordance with ANSTO asbestos management plan.
- Develop and continuously review and maintain ANSTO's asbestos and hazardous material remedial Action Plan(s) for the delivery of asbestos and hazardous material remediation projects at ANSTO.
- Develop and implement remediation project plans for asbestos and hazardous material projects, including assisting with initial project quotations/surveying/tender, supporting and delegation of tasks to contractor supervisors.

### **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, 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 his/her work provided, 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 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

- 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
<b>Internal</b>	
Executive/Manager/Leader	<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>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Indirect Reports	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support</li> <li>• Set performance requirements and manage performance and development (where appropriate)</li> <li>• Engage to monitor trends, performance and progress for projects and evaluate further support which may be required to ensure project delivery</li> </ul>
Internal Customers	<ul style="list-style-type: none"> <li>• Support on-going business and research</li> </ul>
<b>External</b>	
External Suppliers/consultants/regulators	<ul style="list-style-type: none"> <li>• - Establish professional relationships</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to Human Health Monitoring Leader High Reliability
Direct Reports	Nil
Indirect Reports	May vary depending on the projects and work allocated
<b>Financial Data</b>	
Revenue / Grants	-
Operating Budget	-
Staffing Budget	-
Capital Budget	As defined by the projects allocated
Assets	-
<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to different ANSTO sites from time to time May be required to travel both internationally and nationally

Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated 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 AP- All Workers  
2362 of the ANSTO WHS  
Management System 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**

This role reports to Human Health Monitoring Leader High Reliability. There are no direct reports but indirect reports may be allocated based on the project or work.

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

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

8. Project Management accreditation or ability to achieve diploma or certificate IV from a recognised institution.
9. Demonstrated ability to independently lead projects and utilise project management methodologies to deliver quality outcomes.
10. Demonstrated leadership skills.
11. Sound knowledge of current WHS legislation and ANSTO procedures pertaining to asbestos and hazardous material management.

### **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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Carmen Naylor	Name:	Ralph Blake
Title:	Human Health Monitoring Leader	Title:	WHS Manager
Signature:		Signature:	
Date:		Date:	