



POSITION DESCRIPTION

Position Title:	ANSTO Liaison Officer
Cluster / Business Unit / Division	Nuclear Safety, Security and Stewardship
Section or Unit:	Nuclear-Powered Submarine Working Group
Classification:	Band 7
Job Family:	Project and Program
Position Description Number:	PD-2196
Work Contract Type:	Professional
NON-STEMM	NON-STEMM

POSITION PURPOSE

The ANSTO Liaison Officer is an embedded role within the Nuclear-Powered Submarine Entity (NPS Entity) that has been established by the Department of Defence. The role represents ANSTO in the working groups of the NPS Entity promoting ANSTO capabilities, identifying and scoping relevant resources and effort that ANSTO can provide to meet NPS Entity tasking, and protecting and promoting ANSTO's equities. The Liaison Officer ensures effective and efficient 2-way communication and interaction between the NPS Entity and ANSTO

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.

On 14 March 2023, the Prime Minister of Australia announced the optimal pathway for Australia to obtain a nuclear-powered submarine capability. This followed an 18 month process to develop this optimal pathway by the Nuclear-Powered Submarine Taskforce (NPSTF). ANSTO closely supported that process through establishment of a Nuclear-Powered Submarine Working Group (NPS WG) to share its 70 years of experience in nuclear stewardship. This support of ANSTO will continue as the NPSTF transfers to the new NPS Entity. A key role in ANSTO's support of this work has and will continue to be the embed of a Liaison Officer into the NPS ENTITY as it implements the optimal pathway.

Responsibility for managing the overarching relationship with government and associated opportunities for ANSTO related to AUKUS has been delegated to the Group Executive Nuclear Safety, Security and Stewardship (NSSS) by the ANSTO Chief Executive Officer (CEO).

The NSSS Group provides services, programs, and training to a broad range of Australian national security agencies and is deeply engaged with Departments of Defence, Foreign Affairs and Trade and Home Affairs. Within NSSS, a Working Group comprising subject matter experts from multiple business units across ANSTO has been established to support the NPS Entity. The role of Liaison Officer is located within the ANSTO NPS Working Group.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Across all levels of the NPS Entity, professionally represent ANSTO, promote ANSTO capabilities in line with the professional standards and values of ANSTO and Defence, and protect ANSTO interests and equities.

- Support the NPS Entity to achieve its objective of implementing the optimal pathway to deliver a nuclear-powered submarine capability for Australia.
- Ensure effective and efficient communication and interaction between the NPS Entity and ANSTO
- Provide subject matter expertise and advice related to ANSTO and nuclear stewardship when appropriate to the NPS Entity.
- Enable efficient and effective liaison and identification of requests for information and advice, detailing the necessary context for that advice is captured and channelled to ANSTO.
- Identifying and scoping the level of input and effort that may be required by a broad range of ANSTO Subject Matter Experts (SME) to meet the requests and needs of the NPS Entity and inform planning by ANSTO to ensure availability of the SMEs.
- Efficiently scope requests for information from the NPS Entity and provide the two-way communication with Lucas Heights to ensure accurate and appropriate responses are delivered to the NPS Entity.
- Assist ANSTO management to develop strategy associated with ANSTO's ongoing role in the NPS program; the impact(s) of the emerging NPS program on ANSTO's mission and business; potential need for change within ANSTO and opportunities for growth at ANSTO.
- Undertake additional duties including travel as required from time to time by ANSTO and the NPS Entity.

Decision Making

The position works within a framework of legislation, policies, professional standards and resource parameters within ANSTO and Defence. 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 accountable for the accuracy, integrity and quality of the content of advice provided to ANSTO and the NPS Entity management. It is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements appropriate to the level of responsibility within short timeframes or in the absence of complete information or expert advice or direction from ANSTO management.

The position needs to determine key work priorities within the context of agreed work plans and will consult with ANSTO management on complex, sensitive and major issues that have a significant impact on the ANSTO and the NPS Entity relationship

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 role is embedded into a Defence organisation and as such will be subject to different work environment compared to ANSTO. This will include day-to-day work within a classified environment and associated systems requiring a national security clearance.
- Potential for conflicts associated with dual reporting line or tasking requests.
- While reporting to an ANSTO line-manager, direction about day-to-day tasking will be informed by ANSTO NPS Working Group Co-Ordinator and relevant NPS Entity manager.
- The role will be expected to efficiently scope ANSTO-related tasking across a wide range of working groups in the NPS Entity and effectively communicate across a wide range of levels within the NPS Entity and ANSTO.

KEY RELATIONSHIPS

Who	Purpose
Internal	
ANSTO Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for action plans and other initiatives that support ANSTO and NPS Entity objectives
Direct Reports	<ul style="list-style-type: none"> • N/A
Other ANSTO departments	<ul style="list-style-type: none"> • Consult as required to achieve objectives of the NPS Entity
External	
NPS Entity team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on relevant matters • Contribute to group decision making processes, planning and goals • Collaborate

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive Nuclear Safety, Security and Stewardship and a relevant manager within the NPS Entity
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements	
Location:	Canberra/Lucas Heights
Travel:	The role is embedded in the NPS Entity and will be located in Canberra 5 days/week. 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 Classified working space
Radiation areas:	NIL
Hours:	Willingness to work extended and varied hours based on operational requirements of the NPS Entity
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements NV1 or higher. Obtain and maintain a PV if not already held.

Workplace Health & Safety
Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in relevant science, legal or other discipline.
2. Demonstrated experience liaising and managing relationships across Australian government agencies and potentially with international organisations.
3. Proven experience efficiently scoping and preparing briefings and advice for stakeholders.
4. Highly developed communication, influencing and interpersonal skills.
5. A deep understanding of nuclear science and technology, and ANSTO's and international approaches to the planning, operation, application, management, and leadership of nuclear facilities and technologies that ensures the required level of nuclear safety, security, safeguards, and sustainability are achieved.
6. Demonstrated sound judgment, professional etiquette, and problem-solving ability.
7. Demonstrated ability to collaborate with a wide range of internal and external stakeholders and manage relationships to ensure effective outcomes.

VERIFICATION

Line Manager		Delegated Authority	
Name:	Miles Apperley	Name:	Miles Apperley
Title:	Group Executive Nuclear Safety, Security and Stewardship	Title:	Group Executive Nuclear Safety, Security and Stewardship
Signature:		Signature:	
Date:	17/11/2021	Date:	17/11/2021

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