



POSITION DESCRIPTION

Position Title:	Commercial Support Manager
Cluster / Business Unit / Division	Commercial Products and Services
Section or Unit:	ANSTO Commercial Support (TBD)
Classification:	Band 8
Job Family:	Organisational Leadership
Position Description Number:	PD-2243
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary purpose of the Commercial Support Manager is to own the process introducing or divesting commercial activities, products and services into ANSTO. The position is accountable for the strategic alignment of new commercial projects to the ANSTO strategy and tactical plans.

The Commercial Support Manager will play a key role in shaping the ANSTO portfolio of products, services and commercially related research partnerships, more specifically in ensuring portfolio projects are delivered within time and meet performance budget expectations.

The position reports to the Group Executive Commercial Products and Services and ensures the planning and management of project portfolios and the delivery of multi-disciplinary projects. The position provides leadership, supervision, and guidance to a number of portfolios, programs, project managers and task forces, which include ANSTO employees, consultants and contractors from across ANSTO.

The Commercial Support Manager will work directly with Project Leads to establish cross functional task force teams to deliver on approved projects. They will create and utilise organisation wide networks to engage internal expertise and resources required to ensure projects and programs are successfully executed. In addition, the role will play a role in demonstrating to government and other key stakeholders, the value ANSTO delivers to industry.

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 Commercial Support Manger role intersects with Portfolio, Demand and Supply activities and will work closely with the CPMO office to integrate and align plans. They will work in tandem with the Decision Support Analytics Manger, Portfolio Coordinator and Demand and Supply Managers. Provides direct input into reviews of the IBP process and works closely to ensure alignment with all Groups and functions across ANSTO.

ACCOUNTABILITIES & RESPONSIBILITIES

1. Owns the process for introduction of commercial projects to ANSTO and ensuring those programs, projects and portfolios are aligned to ANSTO operational plans and strategic objectives
 - Co-ordinate the development of business cases to support commercial project proposal decisions

- Review and assess project proposals and proposed changes to in-flight projects, to ensure that they align to ANSTO's goals, are appropriately costed and risk assessed, and that ANSTO's resources can support the project should the funding request be successful,
 - Determine the impact to the existing portfolio of projects of any new project proposals or changes, and make recommendations to modify, defer and/or cease approved projects,
 - Hold the task force leads/project managers to account at each stage of the project, to ensure they are delivering agreed outcomes.
 - Coach and advise the task force leads on resource requirements for each project and stage, ensuring efficient use of ANTSO resources to achieve ANSTOs objectives
 - Direct Task force manager/project manager to the Decision Support and Analytics Manager for guidance on developing an effective business case
 - Provide an organisational wide focus on improving the management of projects, programs, and portfolios
 - leading negotiations (as required) and contractual relationships and maintaining these relationships for ANSTO and the industry partners.
 - Identify and introduce new strategic partners to the organisation to work across service provision and collaborative research programmes Ensure alignment with the Capital Program Management Office (CPMO)
 - As directed, take a leadership role in planning, coordinating and monitoring key strategic projects
2. Design and establish a project governance framework providing a structured approach to govern projects in alignment with the CDEO and other appropriate framework
- Work with project leads to ensure cross functional support (teams) and input across all stages of a project life cycle
 - Design and track various program and portfolio performance KPIs ensuring alignment across ANSTO performance indicators
 - Ensure key stakeholders have well-defined roles, responsibilities, and decision-making capacities.
 - Enterprise resources are used in the most efficient manner, to prioritise projects and support ANSTOs strategy and tactical plans
 - Provide strategic advice to the Group Executive team, via the IBP process, gathering information from across ANSTO and external markets to provide recommendations on projects and opportunities to pursue after consulting with the IBP Senior Manager,
 - Provide accurate and relevant information and advice to the decision makers, to support the decision-making process regarding commercial projects.
 - Prepare executive and board papers as required
 - Ongoing risk assessment and mitigation across projects
3. Support delivery (monitoring progress and report on deviations, changes to plan) of multiple programs and projects by leveraging project leads and teams of varying sizes, complexity through the entire Project Development Life Cycle.
- Ensure project teams/task forces have established and maintain project plans and project budgets, report progress as required, generate risk assessments, escalate issues, and facilitate project review presentations.
 - Challenge Project Leads on their project delivery regarding reporting progress on schedules, budget, and delivery of projects.
 - Develop an efficient framework for seamless team collaboration and communication among team members.
 - Work with project teams & task forces to obtain approvals from primary stakeholder(s) and control project scope, priorities, and schedule.
 - Contribute to thoughtful and creative discussions with project sponsor(s), stakeholders, department and division management on strategic goals, resources, scheduling, plans and challenges.

- Work with Executives, General Managers, and other line managers to ensure agreed resources (Human Capital, facilities etc) are released to support projects and programs
 - Monitor benefits realisation for each project post-delivery to ensure projects are contributing to achievement of ANSTOs strategy.
4. Responsible for alignment with ANSTO Integrated Business Planning processes
- Developing and maintain pertinent documentation aligned with the IBP process, more specifically the Portfolio Team and CPMO procedures.
 - Work with the IBP Team and the CPMO and utilises associated IBP processes to progress projects
 - Co-ordinate regular reporting to the IRR and IBM on commercial portfolio performance by project and overall

Decision Making

- This position has the authority to make a recommendation to the Group Executive team to stop an opportunity from progressing from one stage to another if the Task Force fails to provide enough evidence that justifies the stage gate process approval.
- 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

- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines.
- Develop and maintain a strong network of contacts within ANSTO and build strong relationships with industry, government and other research agency stakeholders.
- Making recommendations to ANSTOs Senior Leadership team to stop projects midstream, despite previous effort and funds being committed and spent.
- Task forces and projects leads regarding reporting accurately to agreed deliverables and benefits realisation post implementation.
- Ensuring stakeholders follow process.
- Finding synergies and improvements of processes and behaviours.
- Having access to key information to produce a robust case
- Successfully influencing managers and individuals across the organisation outside of the traditional reporting line structure.
- Delivering project results and outcomes to the required standards and timeframes, given the need to adapt in an often changing and unpredictable environment. Carry out work in accordance with operational requirements and tight deadlines.
- Keeping abreast of recent developments in field, ensuring continual improvement and implementation of best practise.
- Supporting and actively contributing to developing a high-performance workforce, through managing the skills and experience of assigned staff and collaborating across ANSTO to deliver high quality outcomes.
- Contributing to the achievement of a collaborative approach and shared ownership, for consistent implementation of projects across site.
- Understand complex scientific concepts/technologies and convey them to a range of technical and non-technical audiences.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<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
Work area team members	<ul style="list-style-type: none"> • Integration and alignment • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Group Executives	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Provide status on project portfolio progress • Secure funding and resource requirements
GMs, Senior Managers, Task force leaders/Cross functional teams, SMEs	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Secure SME's and staff required to progress projects • Secure infrastructure and equipment per project requirements
CPMO	<ul style="list-style-type: none"> • Capital component of projects integrated within the Capital Team process • Secure Capital funding
Legal, Finance and Compliance functions	Ensure coordination and input regarding projects
External	<ul style="list-style-type: none"> • Coordinate with third party partners • Negotiation of contracts and agreements • Manage key strategic relationships • Ensure compliance with ANSTO policies and procedures
None	

POSITION DIMENSIONS

This role is mainly a Subject Matter Expert SME Dimensions - reports directly to the IBP Senior Manager with direct dotted lines to all Group executives sponsoring Task Forces.

Staff Data

Reporting Line	Reports to the Group Executive Commercial Products and Services
Direct Reports	Decision Support Manager, Business Development Manager
Indirect Reports	Nil

Financial Data (N/A)

N/A
N/A
N/A
N/A
Assets

Special / Physical Requirements	
Location:	Lucas Heights and remotely
Travel:	Local & international travel may be required
Physical:	Office based physical requirements (sitting, standing, movement around office and site, extended hours working at computer) Standing for long periods Public speaking
Radiation areas:	N/A
Hours:	Willingness to work extended and varied hours based on operational requirements. After hours work may be required for short and infrequent periods Operates in a complete flexible arrangement
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- N/A</u> <u>2362</u> of the ANSTO WHS Management System

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Qualification - Degree or Masters in Engineering, Science, Commerce, Project Management or similar.
2. Significant demonstrated experience in commercial and business operations
3. Demonstrated Leadership skills and experience of a multi-disciplinary organisation of significant size and complexity, with a focus on value up, down and across the organisation
4. Strong strategic thinking, commercial and planning skills with a proven track record for planning and project management across the project lifecycle,
5. Previous experience managing multi-disciplinary teams, and developing a high-performance workforce
6. Demonstrated experience developing and maintaining productive relationships, and proven ability to liaise with people at all levels,
7. Ability to influence and to initiate and manage change, allocate resources effectively and identify and manage risks,
8. Experience of defining and delivering benefits realisation and financial management for projects and programs,
9. Excellent written and oral communication skills including reporting and presentations,
10. Ability to competently mediate disagreements and negotiate agreeable resolutions

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: Oleh Nakone	Name: Oleh Nakone

Title: Group Executive – Commercial Products and Services	Title: Group Executive – Commercial Products and Services
Signature:	Signature:
Date:	Date: