



Australian Government



POSITION DESCRIPTION

Position Title:	General Manager Asset Management & Services Group
Cluster / Business Unit / Division	ANSTO Maintenance and Engineering (AME)
Section or Unit:	Management
Classification:	Band 10
Job Family:	Maintenance
Position Description Number:	PD-2017
Work Contract Type:	Administration/Professional/Technical/Manager/Executive
STEMM/NON-STEMM:	NON STEMM

POSITION PURPOSE

The General Manager provides strategic and expert leadership in the management and delivery of asset management services, site infrastructure maintenance and management of production, refurbishment, and manipulator workshops and services across ANSTO.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

For more information go to www.ansto.gov.au

The AME, Maintenance section is dedicated to enhancing and maintaining ANSTO's facilities and environs for operational reliability and providing a range of customer services to support ANSTO's research, business activities and projects at the Lucas Heights Science & Technology Centre, the Synchrotron in Melbourne and the Canberra office.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide expert leadership and set the strategic directions for the management of the ANSTO asset base; lead the development and management of ANSTO's Asset Management Policy on behalf of the Group Executive and Chief Engineer, Engineering and Capital Programs
- Identify and manage strategic and operational assets, site-services and maintenance improvement opportunities to deliver improved asset performance
- Lead the development, implement and operation of the integrated management planning for the E&CP and AMSG business units to operate a fully functioning 36 month Supply and demand planning organisation with 5 year window of Capital budgeting and planning
- Perform the functions of the site landlord across ANSTO including managing all sites-facilities and all tenants; work in collaboration with Business Development to maximise external-commercial tenant opportunities and revenues
- Maintain collaborative relationships across ANSTO to ensure business units have asset management strategies and plans in place, and facilitate implementation of plans and strategies, consistent with the ANSTO asset management policy and strategic asset management plan (SAMP) requirements
- Lead the Site Maintenance group to safely deliver site infrastructure and compliance maintenance services across ANSTO and management of ANSTO's production, refurbishment and manipulator workshops

- Lead and direct programs and projects for major asset related Business, Integration, Innovation and Growth Initiatives, including significant reform and improvements
- Provide timely, expert and authoritative advice to the ANSTO Chief Engineer, CEO and the Executive Standing Committee on issues and priorities to support integrated strategy and program development and implementation
- As a member of the Senior Management Team contribute to ANSTO business and strategic planning, represent the Group in setting key priorities and targets, and advocate new approaches to achieving organisational outcomes based on sound evidence and professional knowledge
- Lead and direct the functions of the Group, including effective management of staff, budget and resources; and the development and implementation of strategies to improve work practices, systems and processes to ensure the delivery of high quality services and outcomes
- Lead and communicate the continuous review of the Group's approach and practice; and identify and initiate reforms to ensure effective, efficient and credible operations
- Undertake additional duties as required and during periods of leave of others

Decision Making

- The General Manager Asset Management & Services Group is a key role within the AME senior management team.
- The position works within the broadly defined outcomes of the AME, Maintenance group and within a framework of legislation, policies, professional standards and resource parameters. Within this framework the General Manager has considerable independence in determining how to achieve objectives, including deciding on methods and approaches, business and project planning, and allocation of resources.
- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Group executive AME, 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 General Manager determines key work priorities within the context of agreed work plans and will consult with the Chief Engineer on the more complex, sensitive and political issues that have a significant impact on the organisation's functions.
- 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

- Managing a diverse set of business requirements to ensure consistency in ANSTO's asset management policy and directions
- Ensuring businesses across the ANSTO adopt best practice in asset management
- Managing diverse and competing sets of business requirements to consistently, safely and cost effectively deliver asset and site infrastructure maintenance services across ANSTO
- Managing legacy site infrastructure and maintenance issues to ensure the safety of ANSTO staff, contractors, tenants and visitors
- Managing conflicts between tenants and their leases, the ANSTO WHS management system and the ANSTO Asset Management Policy ensuring they are respected and are in harmony at all times
- Developing a flexible high performance workforce
- Attracting and securing new and additional sources of revenue, and growing existing revenue, within a competitive environment

- Leading by influence rather than direct management in developing and implementing the Asset Management and Services vision and strategic direction with organisation-wide implications that enhance ANSTO's strategic direction and delivery capability

Key Relationships

Who	Purpose
Internal	
Chief Engineer	<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 business plans and goals and change management initiatives
ANSTO Board and Audit and Risk Committee	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice • Provide assurance that assets are being managed in accordance with the policy and requirements • Provide assurance that site infrastructure risks are being managed to protect staff, contractors, visitors, tenants and ANSTO's reputation
Committees and Working Groups	<ul style="list-style-type: none"> • Maintain collaborative relationships • Represent the position of the Group
Direct 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	
Tenants	<ul style="list-style-type: none"> • Manage tenants in accordance with their leases, ANSTO WHS management system and ANSTO Asset Management Policy
Regulators	<ul style="list-style-type: none"> • Assure regulators site infrastructure risks and services delivery are being managed in accordance with prevailing regulations and ANSTO Policies and procedures.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Chief Engineer, AME
Direct Reports	6 staff reporting directly
Indirect Reports	71+ through these staff Apprentices (11) and Contractors (who may number 100+ on any given day)

Financial Data (2021/2022)

Revenue / Grants	\$0
Operating Budget	\$14.9m
Staffing Budget	\$8.5m
Capital Budget	\$25.8m
Assets	\$1.5B

Projects	\$25.8m
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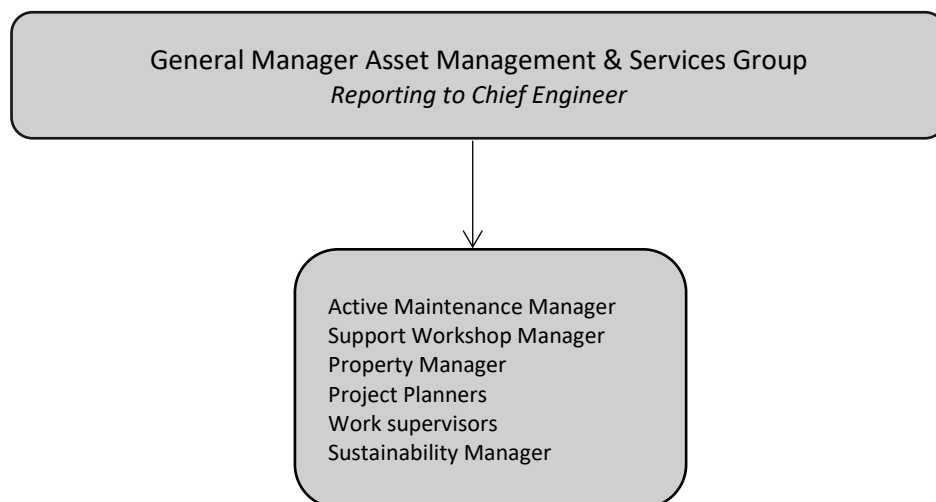
Special / Physical Requirements

Location:	Lucas Heights, Working in different areas of ANSTO as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
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
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

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) Group Executive / General Manager 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



KNOWLEDGE, SKILLS AND EXPERIENCE

1. Master's degree in Business Administration (MBA) or post graduate qualification in Asset Management and Maintenance or equivalent experience
2. Extensive, demonstrated senior management skills and experience, including complex program management and delivering integrated services
3. Demonstrated experience in managing effective relationships with key stakeholders

4. Excellent communication and interpersonal skills, together with the capacity to collaborate, negotiate, influence and persuade across industry
5. Demonstrated experience in developing and maintaining strong customer relationships and improving services delivery and performance
6. Strong strategic thinking and planning skills and experience and the capacity to develop innovative solutions to complex, multi-faceted issues and problems
7. Proven ability to lead, undertake and promote organisational change initiatives
8. Knowledge and experience in managing site infrastructure maintenance service delivery and managing legacy maintenance issues

9. Verification

10. This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position.