



## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Radiation and Nuclear Waste Services
<b>Cluster / Business Unit / Division</b>	Commercial Products and Services
<b>Section or Unit:</b>	Manager Radiation and Nuclear Waste Services
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Service Delivery
<b>Position Description Number:</b>	PD-2297
<b>Work Contract Type:</b>	Manager
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The primary purpose of the Manager Radiation and Nuclear Waste Services role is to create new, and deliver on existing commercial opportunities, via the leadership and management of a team of expert radiation professional and technical staff with specialist radiation and nuclear waste management capabilities, including the provision of advice and, delivery of services and training to external clients nationally and internationally.

### 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 Radiation and Nuclear Waste Services business unit is a key part of ANSTO's Commercial Products and Services (CPS) group which includes other businesses delivering commercial revenue back into ANSTO.

The Radiation and Nuclear Waste Services business provides a wide range of radiation safety related consulting and delivery of services for ANSTO and external organisations. This includes specialised advice and services related to health physics and radiation protection, emergency response and preparedness on a commercial basis or in the national interest. In addition, the business provides nuclear waste management solutions to external clients, generating commercial revenue for ANSTO.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

##### Leadership

- Lead the Radiation and Nuclear Waste Services business to ensure safe, sustainable, and profitable delivery of radiation related services to ANSTO and industry.
- Provide leadership, direction, and advice to the team and ensure alignment with ANSTO and CPS strategies and objectives.
- Lead and guide the team to ensure best practice delivery of a safe work environment and culture across the Radiation Services business.
- Develop a high performing team with succession planning to enable success of the business.

##### Strategic

- Lead development and delivery of Radiation and Nuclear Waste Services longer term strategies and shorter-term annual business plans to maximise customer and stakeholder value and alignment with ANSTO and CPS overarching strategies.

- Develop and implement plans, goals, targets, and priorities to achieve the Radiation and Nuclear Waste Services strategies.
- Provide leadership to, and development of key projects and programs of work for Radiation and Nuclear Waste Services and ensure cross-functional support is provided to successfully execute.

#### Objective Delivery

- Responsible for management of the business unit P&L within budget, including identifying and delivering new commercial opportunities that are aligned with ANSTO's strategy and are managed within the Integrated Business Planning Process.
- Leverage technical expertise, professional credibility, external relationships, market intelligence and the ANSTO brand to create new commercial opportunities where ANSTO's capabilities in radiation and nuclear waste service delivery can be deployed to generate revenue.
- Implementing and maintaining organisational excellence at all levels of the operation. Develop and implement systems and processes to achieve continuous improvement.
- Ensure successful negotiation of client legal agreements with the support of ANSTO's Legal Team and the Director ANSTO Businesses.
- Effective management of external projects ensuring timely delivery of agreed outcomes through engagement, liaison and negotiation with ANSTO staff and representatives of external organisations.

#### People

- Leadership and development of a best practice industry leading Radiation and Nuclear Waste Services team to provide an expert technical and client focused radiation capability, supporting achievement of the business's objectives across all external radiation related areas, including surveying, waste removal, training, calibrations and internal support to ANSTO where required
- Manage workforce planning for the unit, motivate staff and act as a mentor providing professional development with the aim of establishing and growing the unit to meet increases in customer demand.
- Effective management of the relationship between ANSTO's Radiation Protection Services internal department and the commercial Radiation and Nuclear Waste Services group, working closely to ensure the effective provision of health physics resources as/where required.

#### Customers & Stakeholder Management

- Build and foster professional networks to develop opportunities for the Radiation and Nuclear Waste Services business.
- Represent and promote the business's capabilities to external stakeholders including to clients and customers and regulatory bodies.
- Make a strategic contribution to ANSTO by externally enhancing the reputation of the overall ANSTO brand and internally enhancing the reputation of the Radiation and Nuclear Waste Services business within ANSTO.
- Provide timely, expert, and authoritative advice to the Director ANSTO Businesses and Group Executive Commercial Products & Services on issues and priorities to inform the Executive, and CEO.
- Represent ANSTO as a subject matter expert at national and international forums as required.

#### Safety & Compliance

- Development of a behaviourally based strong safety culture that encourages reporting of all incidents to ensure continuous improvement.
- Maintain a strong quality and environmental focus across the Radiation and Nuclear Waste Services team, ensuring ongoing improvement as well as maintenance of current Quality and Environmental Accreditations.

Other

- Undertake additional duties as required and during periods of leave of other staff.

**Decision Making**

- The position is a key role within the Commercial Products & Services group and for delivering against ANSTO’s strategic market growth initiatives.
- The position works within the broadly defined outcomes of ANSTO’s Commercial Products & Services group, and within a framework of legislation, policies, professional standards, and resource parameters. Within this framework the role has considerable independence in determining how Radiation and Nuclear Waste Services will achieve its objectives, including deciding on methods and approaches, business and project planning, and allocation of resources within its direct remit.
- The ANSTO values and organisation corporate plan, business plan and organisational excellence programs provide the context for the position.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice related to commercial Radiation and Nuclear Waste Services provided to the Director ANSTO Businesses, Group Executive Commercial Products and Services and Chief Executive Officer.
- This role determines key work priorities within the context of the agreed Radiation and Nuclear Waste Services strategic plan and related projects and will consult with the Director ANSTO Businesses and Group Executive Commercial Products and Services 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).
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**Key Challenges**

- Maintaining the strategic direction of the group whilst managing conflicting priorities and deadlines.
- Effective and efficient allocation and use of resources to meet business and operational requirements.
- Securing and maintaining extensive professional networks and credibility as an influential expert in radioactive waste management sector to reinforce ANSTO’s role as the authoritative agency to provide commercial radioactive waste management services.
- Identifying and integrating a range of skills available within ANSTO and the Commonwealth to ensure commercial radioactive waste management services are delivered in the most appropriate, cost effective manner.
- Ability to keep abreast of developments in the field and undertaking appropriate personal development to enhance knowledge and skills.

**KEY RELATIONSHIPS**

<b>Who</b>	<b>Purpose</b>
<b>Internal</b>	
Manager/Executive	<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>
Direct Reports	<ul style="list-style-type: none"><li>• Provide leadership, guidance, and support to direct reports</li></ul>

	<ul style="list-style-type: none"> <li>• Set performance requirements and manage performance and development</li> <li>• 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</li> </ul>
Indirect Reports/ Indirect ANSTO Employees	<ul style="list-style-type: none"> <li>• Engage and collaborate to achieve business plan KPI's</li> <li>• Provide expert advice and analysis on a full range of radiation and Nuclear Waste Services related matters</li> </ul>
<b>External</b>	
Clients and industrial partners	<ul style="list-style-type: none"> <li>• Support Direct Reports in managing relationships with external commercial clients and negotiation of legal agreements</li> </ul>
Government agencies	<ul style="list-style-type: none"> <li>• Liaison to help develop opportunities that are of mutual benefit for Radiation and Nuclear Waste Services and ANSTO.</li> </ul>
Professional Networks	<ul style="list-style-type: none"> <li>• Promotion of the group and ANSTO within the radiation and waste specialist industries and develop opportunities that are of mutual benefit for the group and ANSTO as a whole</li> </ul>
Wider ANSTO	<ul style="list-style-type: none"> <li>• Promote the capabilities of the group across the ANSTO community</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Director ANSTO Businesses
Direct Reports	6 Direct Reports: <ul style="list-style-type: none"> <li>• Commercial Health Physicist</li> <li>• Commercial Technical Consultant Waste</li> <li>• Radioactive Waste Management Specialist</li> <li>• Instrument Calibration Specialist Support Manager</li> <li>• Radiation Safety Training Educator x 2</li> </ul>
Indirect Reports	6

<b>Financial Data (FY24 Forecast)</b>	
Revenue	c. \$6M
Operating Budget	c. \$4M
Capital Budget	Negligible
Assets	Negligible

<b>Special / Physical Requirements</b>	
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 nationally Infrequent travel internationally 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) Public speaking Wearing personal protective equipment for the handling of hazardous and/or radioactive materials

Radiation areas:	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 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 <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Manager 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

Provided separately

### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Science, Engineering, or a related discipline
2. Extensive proven experience in a professional radiation protection management role (essential) and ideally part of that experience in the radioactive waste management sector (desirable), delivering a broad range of consultancy and related external commercial and internal services.
3. Demonstrated leadership skills and qualities, mentoring experience, and willingness to share knowledge and skills within the team.
4. Thorough understanding of the relevant regulatory environments across Australia (federal and state).
5. Demonstrated capacity to think and act strategically and tactically to manage project teams and mentor and monitor team performance.
6. Proven ability to deliver on KPI's consistently and reliably.
7. Highly developed communication and negotiation skills with the ability to influence key senior staff and representatives of other government agencies and professional organisations.
8. Experience working successfully in commercial environment.
9. Experience working within a formal quality system.
10. Demonstrated experience in preparing concise informative statements for boards and executive management.
11. Proven track record in gaining buy-in and commitment at all levels, fostering collaborative relationships.
12. Strong customer focus with emphasis on ensuring the provision of prompt and accurate service/advise to customers.
13. Proven project management skills.

### VERIFICATION

Line Manager		Delegated Authority	
Name:	Jayne Senior	Name:	Oleh Nakone
Title:	Director ANSTO Businesses	Title:	Group Executive Commercial Products and Services

Signature:	Signature:
Date:	Date: