

POSITION DESCRIPTION

Position Title:	Specialist Incident Investigations & Monitoring
Cluster / Business Unit / Division	Regulatory & Governance
Section or Unit:	Management Systems & Operational Compliance Group
Classification:	Band 6
Job Family:	Compliance & Regulation
Position Description Number:	PD-2293
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary objective of the Specialist Incident Investigations & Monitoring is to ensure a holistic approach & timely review of incidents including, triaging, investigation, oversight of findings & actions and their effectiveness raised in the Governance, Risk & Compliance (GRC) tool for safety, radiological, operational, nuclear, security, quality, environment and animal ethics (ACEC).

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 Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Services
- Legal Services
- People, Performance and Capability
- Regulatory and Governance

The Regulatory & Governance function is responsible for ensuring effective business processes and systems are in place & continuously improved to allow ANSTO to operate effectively & achieve its objectives in compliance with relevant legislated and regulated requirements. The Management Systems & Operational Compliance group provides and oversees the quality & environment management system processes and the maintaining of ANSTO's ISO 9001 & ISO 14001 certifications and other applicable regulations.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Assist in the management of the GRC tool.
- Manage & conduct the triage/risk assessments of all incidents in the GRC tool.
- Conduct holistic incident investigations for safety, security, radiological, operational, nuclear, quality environment and ACEC incidents.
- Coordinate specialists across the organisation to assist in the investigations, managing the investigations holistically.

- Verify the appropriateness of findings and actions identified from incident investigations.
- Maintain oversight of the closure of incident investigations and monitor the effectiveness of the completed actions and findings from incidents.
- Provide expert advice & support for incident investigations.
- Assist in improvement projects and workshops as part of continuous improvement activities for the GRC, incident investigations and actions to eliminate incidents from reoccurring.
- Manage and support the users of the Governance Risk & Compliance (GRC) Software System.
- Provide training on the GRC system, workflows & processes to the organisation and assist with and encourage employee engagement.
- Prepare and maintain GRC documentation to ensure compliance.
- Assist with establishing, measuring & monitoring of objectives & targets for GRC.
- Analyse incident data and conduct trend analysis providing findings to the organisation via meetings and reports.
- Monitoring of GRC system performance and providing feedback to the organisation via Committee meetings and reports.
- Undertake additional duties as required and during period of leave of other staff.

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.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to ANSTO, 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.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager and peers on complex, sensitive and major issues that have a significant impact on the group or potentially ANSTO itself.
- 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

- Influencing staff in divisions across ANSTO to provide input and advice on the items within the GRC tool particularly incidents, findings and actions and given the volume of urgent work that has priority across the organisation.
- Facilitating and fostering an environment of continuous improvement.
- Encouraging teamwork, cooperation, communication and consultation.
- Ensuring the successful implementation of strategic objectives whilst managing conflicting priorities and deadlines.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction

	<ul style="list-style-type: none"> • Provide status reports and analysis on the GRC
Work area team members	<ul style="list-style-type: none"> • Effect in a collaborative manner best practice performance • Provide expert advice and analysis on the GRC and incident investigations • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Provide support with the implementation of GRC and investigations & corrective action strategies
ANSTO Staff – Investigators, and staff across all divisions (and sites)	<ul style="list-style-type: none"> • Develop and maintain networks and effect in a collaborative manner best practice performance across the divisions • Communicate on reporting, procedures and audits across the organisation • Provide support with the GRC tool and processes
External	
Regulators	<ul style="list-style-type: none"> • Interact as required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager, Incident Investigations & Monitoring
Direct Reports	Nil
Indirect Reports	Nil
Financial Data	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil
Special / Physical Requirements	
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
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
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 Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or equivalent demonstrated experience in science, environmental or related discipline.
2. Relevant qualifications in Quality, Environmental or Safety disciplines. Significant experience in assessing incidents, determining risk, conducting investigations and identifying corrective actions for safety, radiological, operational, nuclear, quality, environment and ACEC.
3. Significant experience in conducting risk assessments, writing investigation reports, and identifying and assigning corrective actions and verifying completion of actions.
4. Sound experience in interpretation and application of essential elements of the ISO 9001, 14001 & 45001 standards and other relevant Quality, Environmental & Safety Regulations.
5. Ability to write documentation and procedures.
6. Proficient in Microsoft Systems and experience in using a range of IT systems.
7. Ability to build and maintain productive working relationships and the ability to influence and motivate others.
8. Proven communication, facilitation and project management skills.
9. Demonstrated ability to work credibly and confidently at all levels of the organisation.

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: TBC	Name: Whitney Hooke
Title: Manager, Incident Investigations & Monitoring	Title: Senior Manager, Quality
Signature:	Signature:
Date:	Date: